Project Charter

In the fall of 2017 Kennesaw State University requested that a salary study be conducted for the university. This study was organized in two separate projects: one for faculty and the other for staff. This project is the second phase of the faculty salary study. The first phase addressed internal compression in faculty salary and was delivered in December 2017. This second phase will have two tracks occurring simultaneously. These tracks will include a gender equity study for tenure/tenure track faculty and a market salary study for all faculty to include chairs/directors and deans. Delivery of the final analysis to the project sponsors will be done by May 31, 2018.

The project will also coordinate communication between both the faculty and staff salary studies. The communication plan will ensure transparency of the process and deliverables.

SCOPE OF PROJECT:

In Scope:
- Faculty data collection and cleaning
- Development of models using three methodologies for the gender equity study
- Creation of one model for the market salary study utilizing three groups: instructional faculty, administrative faculty, and clinical faculty/lecturers
- Delivery of two final models based on feedback from advisory council, one model will be for the gender equity study and one model will be for the market salary study
- Communication plan for the faculty and staff salary studies

Not in Scope:
- Data collection, model development, and analysis for the staff salary study

KEY FACTORS CUSTOMER WILL USE TO JUDGE VALUE:
- Delivery of final product within defined timeline
- Implementation of the defined communication plan

PROJECT STRUCTURE:

Project Sponsors: Dr. Harmon and Dr. Noble
Project Lead: Meihua Zhai
Advisory Committee: (6 members)
- Ron Matson - Representative from Provost’s Council
- Kevin Mcfall - Representative from Chair and Directors Assembly
- Anissa Vega - Representative from Faculty Senate
- Karen McDonnell - Representative from HR
- Erik Malewski - Chief Diversity Officer
- Linda Noble – Interim Provost
Working Team: (9 members)
- Meihua Zhai
- Mark Anderson
- Kevin Gwaltney
- Dominique Foster
- Humayun Zafar - Faculty Senate Representative
- Erin Wolfe (for gender equity study only)
- Julie Newell (for gender equity study only)
- Loretta Daniels (for gender equity study only)
- Traci Carte (for gender equity study only)

RESOURCE NEEDS:
- Working group will meet at the end of February and then will have reoccurring meetings until final delivery of the results.
- Advisory group will meet in mid-March and then will have reoccurring meetings until final delivery of the results.
- Analyst team within IR, Meihua Zhai and Dominique Foster, will collect and clean the data as well as develop the models.
- External reviewer, Robert Toutkoushian, Professor at UGAs Institute of Higher Education

Budget:
- The Academic Affairs office will need to provide funding for the external reviewer

RISK:
- The combined communication plan between two separate projects may encounter risk if there are unexpected delays in either project.
- The project will deliver results; however, there is currently no knowledge of funding available to address any inequity that may be shown by the results. This will impact the communication and reception of the information by the university.
- There are various opinions on how models may be run or which methodology to use. The advisory group, with guidance from the sponsors, will make the final decision in order to ensure the project can remain on the projected schedule.

Project Milestones:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Responsible Parties</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kickoff meeting</td>
<td>Project Manager</td>
<td>February</td>
</tr>
<tr>
<td>Data collection</td>
<td>Meihua Zhai</td>
<td>February</td>
</tr>
<tr>
<td>Data cleansing</td>
<td>Meihua Zhai</td>
<td></td>
</tr>
<tr>
<td>Benchmark data</td>
<td>Meihua Zhai</td>
<td>February</td>
</tr>
<tr>
<td>Models developed</td>
<td>Meihua Zhai</td>
<td>February</td>
</tr>
<tr>
<td>Working team meeting to review models</td>
<td>Working Group</td>
<td>March</td>
</tr>
<tr>
<td>Advisory group meeting to Review results</td>
<td>Advisory Group</td>
<td>Mid March</td>
</tr>
<tr>
<td>Revisions to model through meetings with both working team and advisory group</td>
<td></td>
<td>March - May</td>
</tr>
<tr>
<td>Final delivery of results</td>
<td></td>
<td>May 31, 2018</td>
</tr>
</tbody>
</table>