

HUMAN RESOURCES

Mission

Human Resources recruits, retains and develops the highest quality employees for the Tulsa campuses of OSU.

Vision

Human Resources will:

- Be recognized as a premier provider of human resources and personnel services with a positive attitude, unparalleled speed and uncommon efficiency;
- Facilitate the achievement of goals by the units we serve by attracting and retaining the highest quality of employees possible; and
- Capitalize on new technologies and service applications to meet the evolving human resource needs of our customers.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Strategic Goals, Critical Success Factors, Objectives, and Strategies

Goal One. We will attract, develop and retain the best and brightest employees to the OSU campuses in Tulsa.

Critical Success Factors:

- Provide staff the opportunity to attend at least one professional development conference.
- Schedule at least ten staff training programs per year.
- Parity of faculty salaries with peer institutions.
- Staff salaries and benefits competitive with external Tulsa opportunities.
- 82 faculty resident in Tulsa that teach in both Tulsa and Stillwater.
- Five research faculty hired to staff new ATRC.
- Annual performance reviews of all individuals are tied to priorities in the Strategic Plan.
- Retention rates for faculty and staff will be increased by 20% over the 5-year period.
- The number of staff participating in professional development plans will increase by 100%.

Objectives:

Objective 1.1: A broad banding compensation plan will be implemented for OSU-Tulsa and OSU-CHS.

Strategies:

- Pay plans for both campuses will be integrated into 1 plan.
- Position requests will be reviewed by both HR and budget offices through a formal process.
- Requests for revaluation/reclassification of positions will be reviewed by both HR and budget offices through a formal process.
- We will participate in relevant salary surveys including CUPA-HR, Oklahoma State Chamber of Commerce and Harrison Peck.
- ERI software will be utilized.
- Market data will be reviewed annually.

Objective 1.2: Professional development programs will be promoted for faculty and staff.

Strategies:

- Training needs survey will be conducted at least biannually.
- Customized training will be developed for both supervisors and employees.
- Online training will be utilized where available.
- Employees will receive recognition for completion of Ambassador Program, Leadership Development Program and Advanced Leadership Program.
- Marketing program will educate faculty and staff on importance of lifelong learning.

- Performance appraisal will reflect supervisory training and support for staff training.
- A comprehensive New Employee Orientation program will be offered.

Objective 1.3: An aggressive recruitment plan will be implemented to attract the right people to the right positions.

Strategies:

- We will participate in job fairs when beneficial to the institution.
- We will advertise regularly in the Oklahoma Eagle, Hispano de Tulsa, and the Tulsa World.
- We will advertise on HigherEdJobs.com for administrative positions.
- Specialized journals and web sites will be utilized for recruitment.
- Supervisors will be aggressively educated on the importance of accurately assessing needs of the position to support recruitment efforts.

Goal Two. The efficiency of the Human Resource function will be increased.

Critical Success Factors:

- The number of paper processes will be reduced by 50% over the 5-year period.
- The number of electronic self-service transactions will increase by 100%.
- Hours will be reported electronically.
- Employment action forms will be transmitted via the Web.
- Leave will be recorded and reported electronically.
- Dependent and benefit coverage will be modified and maintained via a Web application.
- Employee documentation and evaluations will be maintained in an electronic personnel file.

Objectives:

Objective 2.1: Self-service opportunities for employees and applicants will be designed and implemented where applicable.

Strategies:

- Web-based application process will be created.
- We will have online benefits enrollment/changes.
- There will be online training opportunities.
- We will market available self-service opportunities.

Objective 2.2: Paper-reduction processes will be implemented in Human Resource functions.

Strategies:

- Employment applications will be distributed electronically.
- Benefits enrollment/changes will be available online.
- Primary mass communications to employees will be through e-mail.
- We will have electronic storage of terminated employee files.