Administrative Assessment Objectives
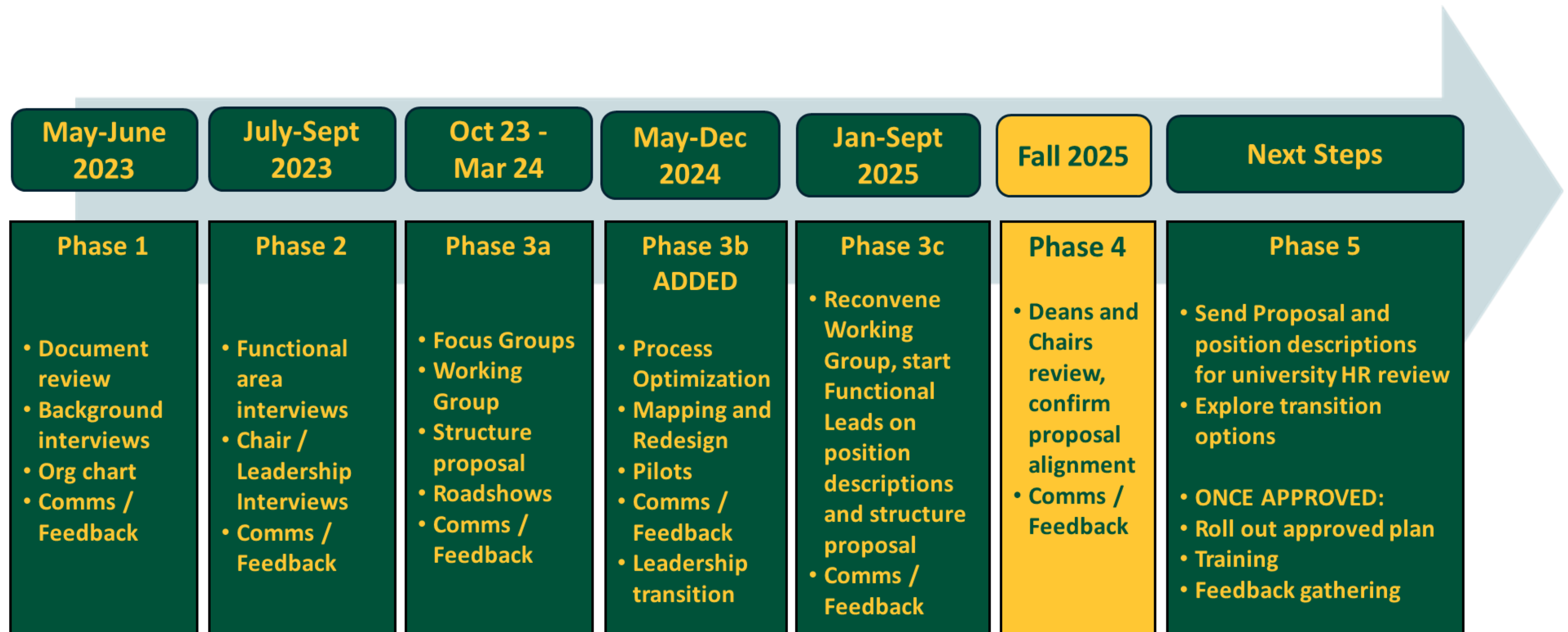
- Understand roles and responsibilities of current departmental and college administrative staff (e.g., HR, finance, research administration, IT, purchasing, administrative support).

- Determine support needs for each unit via relevant metrics.

- Develop revised administrative structure based on the items above, including defining revised roles and responsibilities (position descriptions) aligned with the new structure.

- Implement revised administrative structure, including ongoing and transparent communication and other change management considerations.

- Highlight relevant process concerns, challenges, and best practices identified through this assessment.

- Understand potential future opportunities to coordinate support needs for other academic/administrative functions, if applicable.

- Overall improvement of administrative efficiency across the college measured through the set of consistent metrics that will be developed as part of this work

COLLEGE OF SCIENCE
George Mason University®

Administrative Assessment Project Plan Timeline

As of 9/26/25

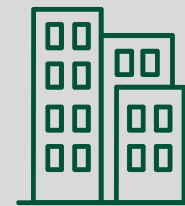| May-June 2023	July-Sept 2023	Oct 23 - Mar 24	May-Dec 2024	Jan-Sept 2025	Fall 2025	Next Steps
Phase 1	**Phase 2**	**Phase 3a**	**Phase 3b ADDED**	**Phase 3c**	**Phase 4**	**Phase 5**
• Document review • Background interviews • Org chart • Comms / Feedback	• Functional area interviews • Chair / Leadership Interviews • Comms / Feedback	• Focus Groups • Working Group • Structure proposal • Roadshows • Comms / Feedback	• Process Optimization • Mapping and Redesign • Pilots • Comms / Feedback • Leadership transition	• Reconvene Working Group, start Functional Leads on position descriptions and structure proposal • Comms / Feedback	• Deans and Chairs review, confirm proposal alignment • Comms / Feedback	• Send Proposal and position descriptions for university HR review • Explore transition options • ONCE APPROVED: • Roll out approved plan • Training • Feedback gathering

GM — COLLEGE OF SCIENCE, George Mason University

What this Assessment is NOT

- This is not meant to reduce headcount
- This is not an academic unit restructure
- This is not a result of the budget announcement
- This will not solve the space problem

COLLEGE OF SCIENCE
George Mason University®