

Introduction

Chemistry Department Mission Statement

The mission of the Department of Chemistry at the University of Wisconsin-Madison is to conduct world-class, groundbreaking research in the chemical sciences while offering the highest quality of education to undergraduate students, graduate students, and postdoctoral students.

Our leadership in research includes the traditional areas of physical, analytical, inorganic, and organic chemistry, and has rapidly evolved to encompass environmental chemistry, chemical biology, biophysical chemistry, soft and hard materials chemistry, and nanotechnology. We pride ourselves on our highly interactive, diverse, and collegial scientific environment. Our emphasis on collaboration connects us to colleagues across campus, around the country, and throughout the world.

Job Analysis

Step 1: Evaluate & Update Job Description (complete by July 11)

- A) Tell us in your own words, in 2-3 sentences, what this job is meant to accomplish and how it supports the department's mission.
- B) Please complete an online questionnaire about the strengths and risk factors of your current job (e.g., autonomy, workload, variety, etc.). [Kathy will email you a link to the online questionnaire.]
- C) Please review this job description: [Char will email your existing job description to you.]
 - 1. What parts of the job description do you currently still do?
 - 2. Please list the new functions that have been added since the job description was written
 - 3. Which job duties have been let go?
 - 4. Are there duties that need to be let go?
 - 5. When you look at these tasks, do they seem to all fit together logically/naturally?
 - a. If not, which parts don't fit?
 - b. Where might they fit?
 - 6. If you're spending a lot of time fighting fires, how might we start thinking about fire prevention? (i.e., what patterns are leading to the problems, and what structures or ways of thinking are leading to the patterns?)

Step 2: Identify Department Needs (complete by August 15)

- A. Is this job, as it is currently configured, meeting the department need associated with its intended function?
- B. Are you aware of a department need that's not being effectively met and should be addressed in the reorganization? If so, please explain.
- C. From your perspective, how can we increase capacity to meet these needs?
- D. One of the goals of the reorganization is to tie committees effectively into the department leadership structures so that everyone in the department has an opportunity to contribute to the functioning. Do you have ideas for how we can make each of our committees more effective contributors to our department leadership? Are our committees able to move things forward – how can we support and train our committee chairs so that their agendas move forward?
- E. What do you see as the three large challenges for the department as we transition to our new structure?
- F. What can we do to increase the clarity of this transition process?

Step 3: Develop New Job Description (complete by September 26)

- A) Are there new tasks/responsibilities you'd like this job to include? Please describe what they are and how you see them benefitting the department and/or meeting a currently unmet need.
- B) As you know, Matt's important responsibilities will need to be distributed across a number of positions. Please take a look at Matt's responsibilities [see list]
 - a. Do any of these responsibilities fit within your job description?
 - b. What would you need in order to feel comfortable taking on those responsibilities? (e.g., training, education, support, etc.)

Step 4: Title & Total Compensation (TTC): campus initiative (complete by September 26)

- A) Figuring out family & subfamily (please refer to the flowchart)
- B) Summarize 3-5 key job responsibilities of this new position

Step 5: Make an appointment with Pat, Char & Kathy to talk about your analysis & recommendations (complete by September 26)