

## Purdue University Department Head Overview: Mandatory Trainings, Systems and Access Needs, and Key Contacts

Department Heads will need to complete individual regulatory trainings and other certifications as prerequisites for gaining access to some systems. Staff and business office support can assist with making connections and requests for many of the Department Head approval roles in the different systems used across Purdue.

1. **Complete mandatory regulatory trainings – ASAP.** [Note: internal hires may have completed these annual trainings as part of their faculty role.]
  - Access to some systems requires that these annual trainings be completed first. To complete a certification, please register for your certification here: [www.eventreg.purdue.edu/webcert](http://www.eventreg.purdue.edu/webcert). Once registered, you will receive an e-mail confirmation from [webcert@purdue.edu](mailto:webcert@purdue.edu) with a link to D2L Brightspace (<https://purdue.brightspace.com>). Log in to D2L Brightspace using your Purdue Career Account.
    - FERPA
    - GLBA
    - Protecting SSNs
    - Data classification and handling educational resources
  - Department heads are mandatory reporters and must complete the mandatory reporter training. To do so, log in to SuccessFactors, click on the learning tile, access employment certifications, choose the West Lafayette Title IX Mandatory Reporter Training, and complete the training and quiz.
2. **Inclusion in ListSerts:**
  - e-List 39 Administrator list – contact Larry Farr ([lfarr@purdue.edu](mailto:lfarr@purdue.edu)), Administration Assistant to Marketing and Communications
  - College and department ListSerts – contact Administration Assistant to the Dean
  - Please report your department leadership changes [here](#) to be included in provost and other department head lists.
3. **SuccessFactors** is the system used for human capital management. Trainings and quick reference guides are available for using SuccessFactors. Connect with your HR Business Partner to learn more. An SAP SuccessFactors guide of functions and roles prepared by HR is available at this site for reference: <https://www.purdue.edu/hr/mgrres/supportingDocs/SuccessFactors-Modules-and-Roles.pdf>
  - Hiring processes (faculty and staff processes are different)
  - Leave reporting and approvals
    - Includes sabbaticals and R/I/E leaves
  - Performance evaluations
  - Internal trainings

#### 4. Business Office and Finance Systems

- Connect with your business office manager to learn how the system operates and your Department Head role in approvals.
  - COGNOS is the business intelligence system used to access finance and GM AIMS account information.
  - Effort reporting is done in SEEMLESS.
- Request to be identified as department head in the detailed directory of business management.
  - Complete the change request in Department Head through ITAP [here](#):

#### 5. Undergraduate Academic Program System Access

- Department heads need to be identified in department approver roles for many processes associated with the Office of the Registrar. Reach out to the Senior Associate Registrar, Lesa Beals ([lbeals@purdue.edu](mailto:lbeals@purdue.edu)) to request the needed Department Head roles, including those listed below. A spreadsheet containing information and training on student systems roles which interface with the Office of the Registrar is available here: [https://www.purdue.edu/registrar/documents/faculty/advisors/Access\\_Roles\\_Chart.pdf](https://www.purdue.edu/registrar/documents/faculty/advisors/Access_Roles_Chart.pdf).
  - Grade change workflow approver
  - Registration workflow
  - CurricuLog (curriculum management system)
  - Role requester for the department
  - Articulations for transfer credit
- BrightSpace is the learning management system.
- BoilerConnect is the system used for advising. Department Heads can request a data role to access the dashboards.

#### 6. Graduate School Processes

- **SLATE access** – Slate is the Constituent Relationship Management tool used for both undergraduate and graduate school applications.
  - Once you have completed FERPA and Protecting SSN certifications, ask your unit's Slate Role requester to submit an online Role Request accessible on the Slate homepage. Training resources are available on the [Graduate School Slate Teams Site](#).
- Department Heads can request graduate faculty status after their date of employment and arrival on campus ([Administering Graduate Programs - Purdue University - Acalog ACMS™](#)). The Acting Dean of the Graduate School (Dr. Eric Barker, [barkerel@purdue.edu](mailto:barkerel@purdue.edu)) grants graduate faculty status to Purdue faculty members.
  - The request for graduate faculty status should be sent to your Dean, who will forward it on to the Campus Liaison, who endorses the request and sends it along to the Dean of the Graduate School.
  - To maintain graduate faculty status, the department head will need to complete the Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research (RCR) module within 120 days of employment and every 5 years thereafter.

For grad admissions, employment, fellowship, grad student's program (i.e. registration, exams, course load, etc.), Plan of Study (POS), thesis/dissertation deposit issues, or graduate school database questions contact Associate Dean Melanie Morgan ([morgan3@purdue.edu](mailto:morgan3@purdue.edu)).

## 7. Sponsored Program Services

- COEUS is the system of record for most research activities and is used for proposal approvals
- A 20 min PowerPoint targeted to Department Heads is available here: <https://www.purdue.edu/business/sps/Training/presentation.html>. It covers internal controls, roles and responsibilities, F&A, and audits.
- Pre-Award has a [Proposal Information Portal](#) for faculty to initiate new and revised proposals.
- Contracting has information on-line about [who handles what contracts](#) and intake forms for [NDAs](#), [Data Transfer and Use Agreements](#) and [Material Transfer Agreements](#).
- Post Award has [faculty resources](#) with key links to award related processes and procedures.

## 8. Disclosures and Reporting

- Faculty have many reporting and disclosure responsibilities and should be directed to the following site for assistance: [Disclosure and Reporting Requirements - Sponsored Program Services - Purdue University](#). Specific information for faculty on preparation of [current and pending and other support](#) is available on the Pre-Award site. All faculty should have heightened awareness of their responsibilities to report and disclose all of their collaborations and affiliations to the federal agencies when applying for grants/contracts or working on projects funded by the federal government. The federal agencies are modifying their expectations frequently on reporting and disclosure responsibilities and undue foreign influence so faculty [should monitor the Export Controls web site](#) for changes. Department heads may have some approval and monitoring responsibilities here, depending on the type of disclosure. Connect with Ken Sandel ([sandel@purdue.edu](mailto:sandel@purdue.edu)), Associate Vice President, Sponsored Program Services and Senior IP Officer, for help interpreting the department head role in different processes.

## 9. Research Regulatory Affairs and Export Control

- The [Export Control and Information Assurance](#) team within the Office of Research and Partnerships can assist faculty, staff, and students in complying with federal export regulations and protecting sponsors and partners' proprietary Information.

## 10. Reportable Outside Activity Review and Approval.

- Reach out to the Office of the Vice President for Ethics and Compliance (Alysa Rollock, [acrollock@purdue.edu](mailto:acrollock@purdue.edu)) to request the Department Head approver role in the ROA process.
- Check that you are able to log in to the URL using your Purdue Career Account: <https://webapps.ecn.purdue.edu/VPEC/ROA/ptReviews>
- **DocuSign** is used for change of duty station requests (business office or payroll center will initiate the form, the Department Head is an approver in the workflow), Purdue online courses, and Conferences

11. **File Locker** is used for transferring confidential information.

12. **Concur** is the system used to request and approve travel.

- Purdue Travel is available for questions at [purduetravel@purdue.edu](mailto:purduetravel@purdue.edu)
- Department Heads may need department approver status in the Concur system. Work with your business office to understand roles and responsibilities associated with travel and related costs.

### 13. Physical Inventory and Property Accounting

- Contact property accounting manager (Lisa Geisler, [lgeisler@purdue.edu](mailto:lgeisler@purdue.edu) )
- Refer to property accounting electronic forms for equipment processes and reference guides: [Equipment \(purdue.edu\)](https://www.purdue.edu/equipment)

### 14. Key Campus Contacts – arrange a time to meet, learn what they do, and ask about the history of their interactions with your department

- **HR Business Partner** – list of HRBPs and their coverage area – here (choose “Business Partners: from the “Team” drop down menu: <https://www.purdue.edu/hr/aboutus/employees.php>)
- **Faculty Affairs** – connect with the Vice Provost for Faculty Affairs office to talk through faculty promotion and tenure policies and procedures, faculty hiring processes, faculty professional development <https://www.purdue.edu/provost/faculty/index.html>
- **Office of Institutional Equity (OIE)** – connect with Vice President for Ethics and Compliance (Alysa Rollock, [acrollock@purdue.edu](mailto:acrollock@purdue.edu) ) to talk through the history of the department and its interactions with OIE
- **Physical Facilities** – connect with Senior Director of Facilities Operations, Ryan Gallagher ([ryan@purdue.edu](mailto:ryan@purdue.edu) ) and your Building Deputy to learn history of your facility
- **Legal** – connect with legal counsel: Monica Bloom ([bloom@purdue.edu](mailto:bloom@purdue.edu) ) to learn if there are any pending or emerging legal issues impacting your department
- **International Students & Scholars (ISS)**– two separate units: [Staff Directory | ISS \(purdue.edu\)](#)
  - i. International Scholar Services (research and/or employment visa statuses: J-1 scholars / H-1B / permanent residence) – connect with Amanda Thompson ([thomp557@purdue.edu](mailto:thomp557@purdue.edu))
  - ii. International Student Services (all enrolled F or J students) - connect with Chris Collins ([ccollins@purdue.edu](mailto:ccollins@purdue.edu))
- **Radiological and Environmental Management** <https://www.purdue.edu/ehps/rem/> – connect with REM at (765)494-6371 to learn about trainings and safety-related history of your department
- **PUPD/PUFD** – connect with Police Chief Lesley Wiete ([ldwiete@purdue.edu](mailto:ldwiete@purdue.edu) ) or and Fire Chief Brad Anderson ([andersbd@purdue.edu](mailto:andersbd@purdue.edu) ) to learn about facilities and personal safety trainings and issues
- **Research Integrity Officer** – Jamie Mohler ([jlmohler@purdue.edu](mailto:jlmohler@purdue.edu) ) to learn about the process for reporting and resolving issues of research misconduct
- **Institute Proposal (IP)** – Ken Sandel ([sandel@purdue.edu](mailto:sandel@purdue.edu) ), Senior IP Officer – contact for help interpreting the IP policy (<https://www.purdue.edu/research/regulatory-affairs/intellectual-property.php>)
- **Global Support** – Patrick Gautraud ([pgautrau@purdue.edu](mailto:pgautrau@purdue.edu) ), Senior Global Compliance Officer – contact for guidance and resources for employees going abroad.