Reporting substructures at Flinders University – Guidelines

Introduction

As part of the organisational structure transition from faculties and schools to colleges in 2017, the College Substructure Working Party discussed and outlined the formation of teaching programs and research sections within colleges and research themes across the University. These will be referred to as 'reporting substructures' in these guidelines.

Definition and purpose of reporting substructures

The College Substructure Working Party defined the proposed structures and principles around which they would operate. The definition and purpose of Reporting Substructures is described below.

Substructure	Purpose / Principles
Teaching program	• Comprise courses that are grouped into themes with a recommended maximum of 4 teaching programs per college. • Forums to discuss educational improvements in terms of pedagogy and course/topic development and sustainability. • Bring innovation to our education offerings.
Research theme	• Strategically important to the growth of the college and that are designed to achieve our ambitious vision for research as defined in the 2025 Agenda: Making a Difference. • Run across research sections in order to bring together complementary research expertise to tackle complex challenges faced by the wider society. • Expected to cross college boundaries for the same reasons and these will often be agreed at a University level.
Research section	• Configured primarily around common research interests, which might be discipline related or might revolve around shared access to research equipment, facilities, etc. • Comprise a number of academic staff representing some degree of research synergy across a number of research groups. • House each college's recognised research centres and groups, which provide critical mass and discipline depth to our research expertise. • Devoted to developing research capability and capacity.

Governance of reporting substructures

Governance around the adoption, use and changes to reporting substructures is required to enable accurate and consistent data and reporting available within reporting substructures. Appropriate business ownership of the processes and data needs to be established to ensure major source systems have implemented reporting substructures consistently and accurately.

The process to create, change and implement reporting substructures taking into account timelines ensures that major source systems adopt the changes in line with major corporate business processes (e.g. budget, timetable).

Implementation of reporting substructures

Reporting substructures should be applied consistently across colleges and across systems.

The University should follow a coordinated approach to implementing reporting substructure information to meet the ultimate University business reporting needs including the staff directory (Merlin) for distribution lists, revenue, budget, teaching, staffing, timetabling, research, academic workload and academic performance.

Introducing new reporting substructures or significant changes to them requires significant administration resources to implement across multiple major corporate systems. Appropriate notification and lead times are required.

Process to create a new or change an existing teaching program, research section or research theme

On rare occasions, a college may want to create or change a teaching program, research section or research theme. Currently a college VPED or college Dean has the authority to create new teaching or research substructures.

The process to create or change a teaching program, research section or research theme includes accountability, timelines, inclusion of all required information, notification and dissemination to enable consistent reporting from corporate systems:

1. College VPED or Dean undertakes strategic planning and identifies a new teaching or research substructure or change is required;
2. Evidence of VPED or Dean's approval to create the new structure or change;
3. New teaching or research substructure proposed to SET for information;
4. By **May 1st each year** in order to **implement in the following year**, a college request to create new teaching program, teaching section, research section or research theme should be raised with **Planning & Analytical Services office (PAS)**.

   The request needs to include the following information:
   - Name and type of the new substructure. For example "Please create a new teaching program called 'Ancient Worlds'. "
   - Date the new substructure will become active
   - Name new allocations in new substructures. For example "Data in new 'Field of Education A' will correspond to teaching program called 'Ancient Worlds' "
   - Change of allocations from existing and previous substructures to new substructures. For example "Please shift all current and historical data in 'Field of Education B' to the new teaching program called 'Ancient Worlds' "
   - Names of any substructures that are to be closed and dates they ceased to exist. This is optional as not all new structures are related to the closing of an existing structure.

5. Planning and Analytical Services will send notification to all major corporate systems (e.g. Student, People and Culture, Finance, Research, Student Evaluation of Teaching, Flinders Business Analytics, Timetabling, Academic Workload Modelling etc.) to create a new teaching or research substructure code. Note that teaching programs and teaching sections will not be available in the finance system for cost data.
6. Systems to create a new structure code.
7. Major corporate systems create new substructure in databases, implement change of allocations from existing and previous to new substructures and update reporting requirements.

On completion of the process, the new or changed teaching program, research section or research theme will appear in major corporate systems and in reporting from those systems for data applying to the following academic year. A list of examples is below.

Examples of corporate systems requiring reporting substructure to be recorded to allow reporting.

The major corporate systems at the University work together to implement reporting substructures so the required reporting can be achieved effectively, efficiently and consistently across systems.

System	Measure	Item	Comment
Student System	Teaching load and revenue	Topic teaching responsibility	
Student System	Student count	Topic ownership	
Student System	Student count	Topic availability	
Student System	Course load	Course ownership	
Student System	N/A	Staff access permissions	
Student System	N/A	Student distribution lists	
Timetable System	N/A	Staff responsible for topics	To allow selection from drop down list
HR System	FTE	Staff position Clevel	Currently only college, no TP or RS for staff
HR System	Staff headcount	Staff position Clevel	Currently only college, no TP or RS for staff
HR System	Staff salary	GL account code	
Staff Directory (Merlin)	N/A	Staff home teaching program	Affiliation search and distribution lists
Staff Directory (Merlin)	N/A	Staff home research section	Affiliation search and distribution lists
Finance	Revenue, Expenditure	College Level (COLL) of cost centre	
Finance	Research block grants	HDR student load and completions by research section	Requires integration with HDR principle supervisor from Student System and staff research section from HR System.
Research System	Income	Principle researcher affiliation	
Research System	Publications	Author affiliation	
Student Evaluation of Teaching System (SET)	N/A	Staff access permissions	
Identity and Access Management (IAM)			Data derived mostly from various source systems (source of truth)
Flinders Learning Online (FLO) Interactions			Data derived mostly from the Student System
Academic Workload			Data derived from various source systems
Academic Performance			Data derived from various source systems