

New Employee Orientation

Welcome to the [Office of Institutional Research, Planning and Effectiveness](#) at Colorado State University! We are confident that you will bring a unique contribution to the office and are excited to have you join our team!

The current documentation provides an overview of the institution, the office and your role.

Colorado State University

Mission

The mission of the institution is unchanged since the last comprehensive visit and articulated in Colorado Revised Statutes Title 23 Article 31. "Colorado State University shall be a comprehensive graduate research university with selective admission standards offering a comprehensive array of baccalaureate, master's, and doctoral degree programs. Consistent with the tradition of land-grant universities, Colorado State University has exclusive authority to offer graduate and undergraduate programs in agriculture, forestry, natural resources and veterinary medicine". Also by statute, there are four agencies of the state assigned to CSU: the Colorado Agricultural Experiment Station, Extension, the Colorado State Forest Service, and the Colorado Water Institute.

As stated in the General Catalog, the statutory mission serves as the foundation for the strategic mission statement approved by the Board of Governors in 2005, which states that "Inspired by its land-grant heritage, Colorado State University is committed to excellence, setting the standard for public research universities in teaching, research, service and extension for the benefit of the citizens of Colorado, the United States and the world".

Values

The following values guide the institution's activities and therefore guide the activities of the office:

- Be accountable
- Promote civic responsibility
- Employ a customer focus
- Promote freedom of expression
- Demonstrate inclusiveness and diversity
- Encourage and reward innovation
- Act with integrity and mutual respect
- Provide opportunity and access
- Support excellence in teaching and research

Principles of Community

Each member of the CSU community has a responsibility to uphold the Principles of Community when engaging with one another in the office, with others on campus or acting on behalf of the University. The Principles of Community are as follows:

- **Inclusion:** We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents and contributions.
- **Integrity:** We are accountable for our actions and will act ethically and honestly in all our interactions.
- **Respect:** We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse and the advancement of knowledge.
- **Service:** We are responsible, individually and collectively, to give of our time, talents and resources to promote the well-being of each other and the development of our local, regional and global communities.
- **Social Justice:** We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.

Office of Institutional Research, Planning and Effectiveness

Mission

The Office of Institutional Research, Planning and Effectiveness is a service office for the University community; primarily the executive leadership. The purview of the office includes oversight for accreditation activities, the academic program review process, institutional research, state/federal reporting, surveys, and fundamentally the office serves as the official data archive for the institution.

We understand that we are most motivated to fulfill our mission when we respect an appropriate work-life balance. We do this by limiting overtime as much as possible by planning ahead, accommodating the periodic use of flex-time/place and encouraging personal growth.

Values

Our work reflects the importance of the land-grant mission and our actions reflect CSU's values and Principles of Community. The work products we produce inform conversation around campus related to strategic planning, student success, equity and inclusion and a variety of other topics. The following bullets list how the university values are embodied in our office.

- **Be accountable:** The deliverables of our office impact policies and practices at CSU and also impact how CSU is seen nationally and internationally. We are accountable for the accuracy of our work, the timeliness of it and the professionalism with which it is completed and delivered. We solicit and respect constructive feedback from one another and take responsibility for errors if they occur by acknowledging and correcting them immediately.

- Promote civic responsibility. Employees are encouraged to engage in activities at CSU that promote civic engagement (School is Cool, Cans Around the Oval, Mobile Food Pantry, Volunteer in Public Schools etc.). Additionally, we encourage participation in CSU events (Ram Welcome, Orientation, etc.).
- Employ a customer focus. We embrace our role as a service office. It is imperative that we provide a prompt and friendly initial response when we are contacted. As necessary, we help identify the specific scope and intent of requests through courteous questioning and a sincere desire to be helpful. After the request is complete, we follow up, as appropriate, to ensure satisfaction
- Promote freedom of expression. Through sharing ideas and expressing opinions everyone grows. We foster collaboration among staff to increase the knowledge and wisdom of the whole. We hold periodic staff meetings where information is exchanged and the office is able to reconnect as a whole. To maintain an environment in which it is safe to speak our minds, what is said in the office should stay in the office.
- Demonstrate inclusiveness and diversity. Diversity is an asset to the office and to CSU. The effectiveness of the office requires that we value each individual's unique skills and experience and work collaboratively. Additionally, our work products respect the access mission of our land-grant heritage by including diverse perspectives and outcomes for diverse populations whenever possible.
- Encourage and reward innovation. IRP&E continuously strives to improve the quality our work products and the efficiency with which we complete them. We encourage you to think creatively about new business solutions and make suggestions for the greater good.
- Act with integrity and mutual respect. We intentionally develop and maintain effective working relationships by showing respect to those we work with. This includes, not talking over others, considering the perspectives of others and showing appreciation for the contribution of each staff member. It also means that, should interpersonal issues arise, we address them respectfully in person with the individual(s) involved. We follow the Ethical Guidelines put forth by the Association for Institutional Research with every project and abide by all federal, state and institutional policy related to data security and governance.
- Provide opportunity and access. CSU provides a multitude of academic and non-academic programs to foster student engagement and success. We contribute to that goal by engaging in systematic, continuous, and integrated research activities related to issues impacting all areas of campus.
- Support excellence in teaching and research. We accomplish this by facilitating the academic program review and institutional assessment activities, supporting learning analytics projects, and providing expertise in research methods and other higher education issues.

What to Expect

Structurally, the office includes IT and non-IT staff. Neither can be successful without the other. This point is critical. There must be collaboration, open communication and trust among all of us in order for the office to be successful.

On your first day, you will go through an onboarding checklist with your supervisor. While it covers the information required to be employed at CSU, we know you will need more than that to contribute at your highest potential. The office values professional development and, as funding allows, is happy to provide that to you. Please let your supervisor know if there is anything you believe might be beneficial for you in your role. To encourage open communication, your supervisor will meet with you regularly to ensure you are set up for success. These individual meetings will be more frequent as you transition into your role.

In your first days, you can expect to be exposed to the institutional data and the tools used in the office for accesses and analyzing it. In the first few weeks, you will be asked to replicate standard reports using SQL so that you learn the data (definitions and architecture) and SQL if that is not a skill you already possess. Your supervisor will serve as your primary trainer but you will spend time with other staff members who have developed expertise with specific data.

Do not wait for others to come to you if you have a question. Everyone in the office is happy to serve as a resource. This includes work related questions but also includes questions about campus and the community (if you are new to the area).

Details of your role are in your position description and performance plan which includes a description of your responsibilities and our expectations for performance. Your supervisor will go through your plan with you and provide feedback about your performance regularly.

We hired you because we believe you are going to be and do great things at CSU!
Welcome to the Ram Family!

