NHPRC Conceptual Framework
Functional Scenarios

Function	Administrators	Faculty	Staff		Potential Departments
I. Academic Administration					
Recruiting	Formulation & implementation of admissions policies. Deliberation and selection of applicants.	Formulation & implementation of admissions policies. Evaluating applications. Deliberation and selection of applicants.	Tracking & collecting applications. Directory of incoming freshman. Maintaining application forms and supporting documents. Create statistics of students admitted. Marketing material to attract applicants.		Faculty of individual Departments (Grad) Talent ID Program (D) Undergraduate Admissions (C,D) Recruitment and Talent Management (D)
Advising		Notes on advising sessions, advice given through email. Letters of Recommendation.	Notes on advising sessions, advice given through email. Resume books of students by career office.		Office of Student Affairs Career Services Faculty of individual Departments Career Management Center Office of Student Development
Accrediting Organizations	Studies, documentation and materials prepared for and submitted by departments to accrediting organizations Reaccreditations reports and recommendations	Studies, documentation and materials prepared for and submitted by departments to accrediting organizations			
Graduating	Decisions regarding honorary degrees Choice of guest speakers and activities Planning and carrying out commencement	Decisions regarding honorary degrees Choice of guest speakers and activities	Creation of commencement program, list of graduates and degrees.		Registrar Individual Departments Commencement Committees
II. Academics					

Curriculum	Educational goals of the institution Addition, deletion, modification of courses Sr academic officials & faculty id of courses & philosophy, requirements Approval/implementation of curriculum changes	Educational goals of the institution Addition, deletion, modification of courses Sr academic officials & faculty id of courses & philosophy, requirements Approval/implementation of curriculum changes	Minutes of department meetings regarding curriculum		Individual Departments Curriculum Committees (School-wide) Academic Affairs?
Teaching	Info regarding faculty salaries, benefits, tenure, leave, sabbaticals, grants, etc.	Published information about faculty – areas of research, etc. Course info – what is taught, reading lists, syllabi, problem sets, exams Lecture notes, course handbooks	List of teaching staff (departmental directory) Published information about faculty – areas of research, etc. Info regarding faculty salaries, benefits, tenure, leave, sabbaticals, grants, etc.		Individual Department Faculty HR
Learning		Student papers, essays, reports, exams & assignments Grades	Grades		Faculty, along with students
Evaluation	Policies regarding evaluation of faculty Evaluations of teaching Summaries, analysis prepared for tenure decisions Policies regarding evaluation of students Grading & testing policies	Policies regarding evaluation of faculty Evaluations of teaching Policies regarding evaluation of students Grading & testing policies Remarks, informal notes on students for student files Final grades	Remarks, informal notes on students for student files Final grades		Sr. Academic Officials Faculty/Faculty committees Students Registrar
III. Student Services					
Academic Rules & Regulations	Evolution, modification, intent, formulating and overseeing of student regulations Discipline committee correspondence, notes	Evolution, modification, intent, formulating and overseeing of student regulations Discipline committee correspondence, notes	Police reports Student handbook or college catalog which conveys regulations		Dean of Students? Administration Police Department Office of the Dean of Univ. Life
Libraries & Museums	Mission statements Collection policies and procedures		Statistics on holdings Provenance records		Perkins Library Medical Library Law Library (C, D)

	Access policies Administrative records regarding the history of the collections		Statistical reports on use of books, # of users of the collection	Museum of Art (D) Sarah P Duke Gardens Academic Affairs Library Ackland Art Museum Botanical Gardens Moorehead Planetarium
Housing	Policies on where students are allowed to live Rules for common areas (meeting rooms, laundry, etc) Subsidized housing for faculty and staff Studies of housing needs Interactions with community – impact of housing on neighbors		Literature regarding housing options Procedures for selecting housing	Housing Department Housing Administration Department Residence Life
Financial Aid	Annual report of funding given to students. Records of development, raising funds for scholarships.		Documentation for each grant or loan given out. Publications for perspective students about aid available.	Development Scholarships and Student Aid Office of Student Loans
Student Services (Bookstore, Dining, Health Center, etc)			Contact negotiations for contracted services Advertising/marketing efforts of services Student patient records	Facilities Management Student Stores Student Health Center
Student Government & Activism	University correspondence with students regarding student government Allocation of space and funds for activities and groups Institutional policies for oversight of student government and other groups		Agenda, meeting minutes for student government meetings	Office of Student Affairs (D)
Sports	Policy issues regarding athletes, finances, education Negotiations with athletic associations Controversies, suspensions of athletes		Team statistics	Athletics

Religion			Records of services/activities Texts of sermons, programs of worship		Catholic Student Center (D) Chapel (D)
IV. Research					
Programs & Research Institutes	Goals, policies, funding decisions, general management of activities				DCRI, Medical Center, etc.
Framing the Research Problem	Grant proposals	Research notes Correspondence with colleagues to determine research plan Grant proposals	Research notes		
Planning & Carrying Out Research Projects		Research records Research plan, design, techniques Progress reports	Administrative records Research records		
Research Data		Raw and analyzed data files Articles, published works	Raw and analyzed data files Articles, published works		
Research Staff	Job descriptions and responsibilities	Job descriptions and responsibilities	Descriptions of staff for reports Personnel records		
Research Funding	Allocation and availability of internal funds/ Financial reports, policy documents Sr. Officer of Research reports on finances	Budget information in project proposals Budget statement (monthly, closing, opening)	Budget statement (monthly, closing, opening)		
Dissemination of Research Results		Published reports, articles, (Drafts, revisions, edits)	Published reports, articles, (Drafts, revisions, edits)		Publication Services?
V. Non-Academic Administration					
News Services and Publications	University PR???		Creation of newspapers, faculty newsletters, etc. University Press – Journals		Publication Services? Duke University Press? Office of News & Communication?
Statewide Governing Boards	Communication with governing boards Minutes and reports of board meetings				
Internal Governing Boards	Minutes of board meetings Published materials, position papers, data, correspondence Budgets	Proposals for curriculum revisions			

	Proposals for curriculum revisions			
Admin of Governance	Organizational charts Policies and procedural manuals that indicate responsibilities and authority of each unit. Starting and ending of university programs Establishment of university goals Records of school wide committees.		Records of school wide committees.	Office of the President
Acquiring Revenue	Correspondence with legislators, committee chairmen, etc Institution's policy on fundraising. Determination of development goals Summary of total funds received, names, donations, annual report of treasurer		Evidence of Lobbying activities Acquisition of grants Fundraising records Basic strategy, staff, activities and presentations for annual giving campaigns Official Gift records – names of donors, relevant bio information, amounts, date, etc. Information regarding potential donors	University Development Annual Giving
Alumni Affairs			Maintaining lists of alumni and contact information	Alumni Affairs
Finances & Budget	Budget guidelines and instructions for preparation Authorized budget from governing board Annual published report of treasurer		Individual unit budget proposals Periodic statements monitoring the budget throughout the year. Tracking of payment of individual bills and receipt of income Chart of accounts and general ledger List of revenue fund accounts by unit to which they are assigned	Office of Budgets & Analysis (D) Financial Planning and Budgets (C)
Personnel	Personnel policies and procedures Institutional benefits package	Records of search committees	Job descriptions and salary ranges Analysis of composition of staff	HR – Admin Compensation Payroll Services

	Records of search committees Correspondence b/w administration and unions, employee bargaining groups, etc.		Records on former employees Records of search committees		
Faculty Admin	Policies and procedures, handbooks for faculty Annual reviews Annual course assignments Promotion and tenure records Peer and student evaluations	Policies and procedures, handbooks for faculty Annual reviews Annual course assignments Curriculum vitae and bibliographies Promotion and tenure records Peer and student evaluations	Reports of the composition of faculty Personnel records – dates of employment, positions, etc. Promotion and tenure records Peer and student evaluations		
Information Technology	Information technology policies and procedures, requirements				AIS, OIT,
Buildings and Facilities	Construction process – planning, designs, drawings, specifications		Floor plans Records of maintenance and repair of buildings		Construction Management Facilitates Planning