

Mindy Schroeder

Academic HR Analyst 3

Academic Affairs: Jacobs School of Engineering

Jacobs School of Engineering (JSOE) is on a mission to achieve a US News and World Report ranking of top ten engineering schools in the nation, and at the heart of our success is the bold research and teaching being conducted by our faculty. We currently have over 223 faculty members, 90 of which have been hired in the last 5 years. Each and every one of these recruitments must go through the Dean's Office which is no small feat, and we have one person in particular to thank for her role in facilitating this continued success: Mindy Schroeder. As the Academic Personnel Manager for the Dean's Office, Mindy plays a part in each academic appointment, compensation adjustment, leave, policy, recruitment, review, and so much more. Overall, her efforts have contributed significantly to driving a culture of collaboration, trust, teamwork, inclusion and diversity.

1) Support university practices, procedures and policies

- Mindy ensures timely and accurate processing of all academic matters from each of JSOE's six academic departments.
- Mindy is a top subject matter expert when it comes to implementing the General Campus Compensation Plan (<http://aps.ucsd.edu/compensation/apo-salary.html#General-Campus-Compensation-Pla>). She regularly trains other campus AP managers on how to implement this challenging process which allows our faculty to supplement their salaries to remain competitive and increase retention.

2) Innovation and proactive leadership

- Mindy created and actively maintains an extensive Academic Personnel website for JSOE employees that brings together much needed information, policies, and resources from different campus resources (OARS, EVC, Human Resources, Finance, UCOP, and more). Both faculty and staff have found her information to be invaluable as it addresses every facet of the faculty life-cycle in terms that are easy to interpret and follow.
- Mindy routinely generates and shares her ideas for innovation and improvement. Her idea for a real-time performance management system was accepted by IdeaWave and she currently has an active campaign to reduce the costs of advertisement placements by establishing bulk packages with commonly used vendors.

3) Extraordinary service to community

- Mindy has single-handedly organized a toy, food, and money drive for the Jacobs School for the last 5 holiday seasons (<http://jacobsschool.ucsd.edu/events/2018/toydrive/volunteer.shtml>). During the 2018 holiday drive she collected 1,089 food items, 363 toys, 485 necessity items, and over \$3,000 in cash donations that were disbursed to local charities such as Mother-Child-HIV program, Promises2Kids, Voices for Children, local NICU, local Burn Unit, Bannister House, Triton Food Pantry, and orphanages in Mexico.
- Outside of work, Mindy is an active fundraiser for Huntington's Disease Society of America. She recently raised \$6,705 by running the SD Half Marathon to help fund support services, research, and education for individuals and families who are affected by Huntington's Disease

4) Substantial cost-effectiveness

- Mindy excelled as the subject matter expert for the development of a JSOE referee solicitation application. With her guidance the application now automates the referee solicitation process to eliminate wasted staff time and improve the response rate/eliminate missed follow-ups. This application now saves our academic personnel staff 154 hours of work per year, has significantly increased response rates, and allows our staff to track referee participation for better collaborations in the future. It was so well received by our six academic departments that JSOE is now partnering with campus to extend use of the tool to all employees at UCSD

5) Build relationships/partnerships

- Mindy goes above and beyond the call of duty by continuously sharing her functional expertise with those across campus. Here are the current workgroups in which she serves:
 - + Senate Workgroup for Faculty Recruitment (led by the EVC's office) which works collaboratively with subject matter experts to improve the many facets of the faculty recruitment process.
 - + Interfolio / Faculty 180 Workgroup (led by ESR) that is building the next generation of tools for the academic recruitment processes.
 - + APM025 Reporting Workgroup (led by the EVC's office) which is analyzing how best to track the outside activities of our faculty.
- Within the Dean's Office, Mindy has served on the social committee for the past 3 years and has lead the effort to plan year-round events in which the staff of 64+ come together to learn more about each other and celebrate the hard work that has made JSOE the #11 engineering school in the nation.