

# Strategic Workforce Planning

Mary Lucal, Associate Vice Chancellor for Human Resources  
& Diane Kelly, Vice Provost for Faculty Affairs



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

# What is it?

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- Strategic Workforce Planning (SWP) is a process of defining and deploying mission-critical talent needed for future goals.
- Long-Term as defined by area's strategic plan or major initiatives (in our case three years).
- Uses a variety of creative ways to reach talent needs to offset potential set-backs.



# Why are we doing it?

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- Long-range hiring plans allow the unit to think strategically about how individual searches for faculty and staff fit within short- and long-term goals for maintaining or enhancing excellence, rather than only engaging in replacement hiring.
- Helps set team expectations, build consensus, and is better aligned with new budget process.



# Why are we doing it?

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- Allows for risk mitigation and adaptability.
- Allows units to focus on needed roles, talents, skills, and knowledge, and not on individuals or historic positions.
- Allows units to start recruitment and outreach before positions become available.



# Who will do it?

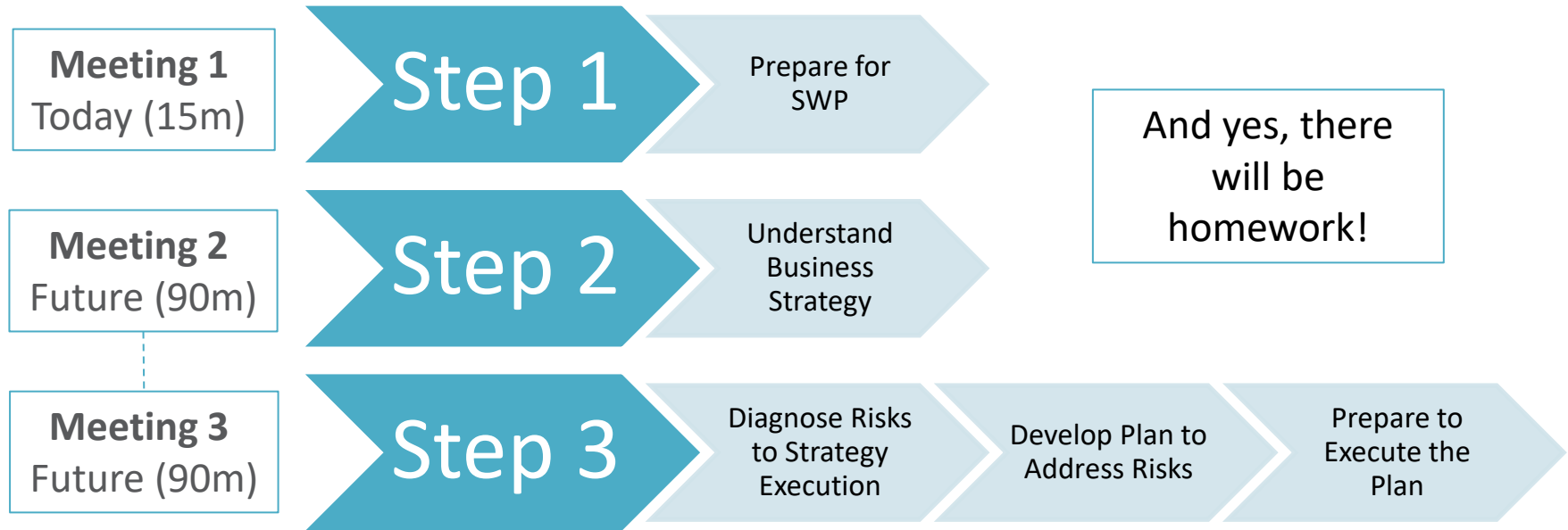
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- All units on campus will complete this process.
- We will work with college administrative teams and leadership teams of all major university divisions.



# How will we do it?

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## Strategic Workforce Planning Understanding Business Strategy

Please fill out this form before attending your Business Strategy Meeting.  
Bring any other relevant documents as necessary.

Department or Division Name:

Leaders in SWP Meetings:

Mission (if applicable):

Vision (if applicable):

Values (if applicable):

Top 3-5 Strategic Plan Initiatives or Long-Term Goals: *(Feel free to bring a copy)*

Upcoming Changes that may impact talent:

Other Comments:

2

## Strategic Workforce Planning Strategic Skills Worksheet

Please use your 3-5 Strategic Initiative or Long-Term Goals from the Business Strategy Worksheet as Headers for each section. In each section, please provide a list of the skills that your team will need to **acquire or increase** from what you have now to reach this specific goal. The first section is an example.

### Example Strategic Initiative:

Consistently utilize data, both qualitative and quantitative, to make decisions and improve processes.

Skills that our team will need to acquire or increase to meet this goal:

Data Analysis  
Data Manipulation  
Assessment Experience  
Research Experience  
Qualitative Data Skills  
Creativity

Critical Thinking  
Strategic Thinking  
Data-Driven Leadership  
Data Stewardship

Strategic Initiative 1:

Skills that our team will need to acquire or increase to meet this goal:



Strategic Initiative 2:

Skills that our team will need to acquire or increase to meet this goal:

## WORKFORCE PLAN

STRATEGIC WORKFORCE PLAN - UNIVERSITY OF TENNESSEE, KNOXVILLE

AREA OF CAMPUS:

Top Risks Impacting Talent Needs:

Top Prioritized Workforce Strategic Skills:

TOP WORKFORCE PLANNING INITIATIVES

Key Metric with Goal Dates





# Timeline and Next Steps

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- This will take place during the upcoming academic year.
- Plans should be finished in time for next year's faculty hiring requests.
- We will contact college administration to determine best times to meet and schedule meetings.
- Once meetings are scheduled, we will facilitate process, including communications.

Stay tuned for email from Mary, Diane, and Kristin.

