

**From:** Office of the President  
**Sent:** Tuesday, February 13, 2018 3:32 PM  
**To:** CAR Activity <CARActivity@kennesaw.edu>  
**Subject:** Comprehensive Administrative Review Activity Assessment Invite

Dear Colleagues:

The University System of Georgia has begun the Comprehensive Administrative Review (CAR) initiative. You can view a video of Chancellor Wrigley announcing the project [here](#) and additional information on the project website [here](#). The project will look to review and refine multiple aspects of our administrative processes across the System to provide greater flexibility in supporting our academic, research, and service missions in order to better serve our students and our community.

One of the key inputs to this review is an **Activity Assessment**. Employees performing administrative functions across USG institutions will be required to complete an assessment to help us understand the breadth of time and effort that is put towards supporting operations. Completed assessments will be reviewed by supervisors to validate responses. Your input will provide us with invaluable insight into the daily operations of our institution. The assessments are in no way intended to measure individual performance or be used to inform job classification or compensation reviews – see additional Activity Assessment FAQs [here](#).

The data collected will be used to help us think through how roles and responsibilities may be realigned across our institution or system in a more effective and efficient manner. Your participation in the Activity Assessment is important to ensure that we create an effective model going forward.

Your individual Activity Assessment will be sent to you on **February 14, 2018**, from Huron Consulting Group ([USG-CAR@qualtrics-research.com](mailto:USG-CAR@qualtrics-research.com)), the USG selected vendor to support the CAR initiative. We recommend that you use a laptop or desktop to complete this assessment.

Depending on how many different functions you perform, the assessment will take 30-60 minutes to complete. While the assessment can be saved and done in multiple sessions, we encourage you to complete it in one sitting.

The assessment at Kennesaw State University will be open from **February 14 to February 28**. **This assessment is Mandatory**; supervisors have been included in this communication and must allow staff to complete during standard work hours.

In addition to the information on the USG website, please feel free to email [CARquestions@kennesaw.edu](mailto:CARquestions@kennesaw.edu), if you have any other questions.

Thank you again for your continued efforts to make Kennesaw State the best place to work, learn, and succeed.

Sincerely,

Sam Olens, President  
Ken Harmon, Provost and Vice President for Academic Affairs