Creating Vibrant Research Administration Teams: No Matter the Culture, Priorities and Personalities
Who Are We?

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Today’s Learning Objectives

• Setting up a cohesive research administration office
• How to hire the right team for the job at hand
• Team Culture
• Unique ways to manage a team
• Pitfalls aka “the good stuff”
Questions for the Group

• Who is a manager and is currently putting together a team?
• Who has cultural issues that you need to address?
• Who is hiring and needs help?
• Who has pitfalls or issues they could use some advice on?

Some Housekeeping:

• This presentation is a discussion, the slides are just high-level items to remember
• Please participate throughout the presentation – interaction is encouraged!
Setting up your office

• Cultivating your office
  • Hiring comes next – what do you need vs. what you have right now

• Team involvement during setup/remapping
  • Nick’s three month rule

• Impact Statements (Mission, Vision, etc.)
  • Do you have these? Are you able to create them?

• The finesse of transparency

• Boundaries
Hiring

- Hire for need vs. what others think you need
  - Managing expectations (up, down, across) is important
  - Perform benchmarking
  - Make sure to consider your org structure/needs
- Be forward thinking – the future is always near
- Consider fit vs skills
- Interviewing is very important!
  - Have set questions you ask each candidate
    - Look for a mixture of skill based and behavioral based questions
- Onboarding
  - Ensure that you are paying attention to onboarding
Team Culture

- What comes to mind when you think about culture?
- Ways to set your team culture
  - Empowerment
  - Self-awareness and self-reflection
  - Team self-actualization
- Tools to help set culture
  - Team building activities
  - Emotional intelligence
- You realize you have a bad team culture, now what?
Unique Ways to Manage

• Your presenters are transformational leaders
  • What does that even mean??
• Some unique ways to manage
  • Find times to have fun with your team
  • Set some team norms (with team input)
  • Allowing autonomy
  • Micromanaging vs. support of growth
• What are some of your ideas for unique ways to manage?
Pitfalls aka The Good Stuff

• Be mindful of propagating bad team culture
• How to address ineffective teams
• How can you possibly be a good manager if you are overworked as well
• Transforming your team is not easy but well worth it
• How to handle a change that you want but leadership doesn’t

What are some pitfalls you’ve experienced and how have you dealt with them?
Questions?

• Any questions or insights you’d like to share?