

September 19, 2023

Dear Mr. Durham,

The West Virginia University's Office of the Provost has performed a review of the Career Services Center. The review was informed by a self-study provided by the unit, a stakeholder survey, and institutional data on budget and staffing. Accompanying this recommendation are two additional files: the unedited comments provided through the stakeholder survey and a summary of those comments.

The recommendation for the unit is:

- Continuance at the current level of activity
- **Continuance at the current level of activity with specific action**
- Continuance at a reduced level of activity
- Identification of the unit for further development
- Development of a cooperative unit
- Discontinuance

The key findings of the review that led to this recommendation are:

- 1) The unit provides services that support a key aspect of the University's mission.
- 2) The unit is highly efficient with limited resources and consistently adapts to changing/shrinking resources.
- 3) The unit is able to generate revenue that supports some of its functions.

The following actions are required of the unit. The unit should discuss its plans to accomplish these actions with its direct supervisor.

By **November 17, 2023**, provide a report to the unit's supervisor detailing the actions taken to address the following:

- 1) Provide recommendations for better integrating career advising into college-level curriculum and/or co-curricular or extra-curricular experiences.
- 2) Work with the established task force to explore the potential of a hybrid model that parallels the undergraduate advising model, with career specialists residing in the colleges and a small central staff that provides oversight for consistency and manages key services (e.g., career fairs).
- 3) Within this new structure and working with the task force, develop a plan to establish appropriate staffing levels.
- 4) Working with the task force, determine the relationship between the Career Services Center, the career service function(s), and the Purpose Center.
- 5) Once appropriate staffing levels are achieved, provide recommendations for how services/access could be extended beyond the traditional "9-to-5" model.

The unit's leader should notify the staff within this unit of the Provost's Office recommendation by forwarding this email and attachments immediately upon receipt. It is also recommended that the unit leader hold an in-person meeting to address these recommendations and to begin developing the plans to implement what is required of the unit.

Questions about these recommendations may be addressed to the unit's supervisor in the Provost's Office.

Sincerely,

WVU Office of the Provost