**What is a Transition Team?**

A **Transition Team** is comprised of respected leaders and stakeholders from a college or division to support the reorganization of responsibilities that will be impacted by SET.

**Why do we Need a SET Transition Team?**

Transition Teams collaborate with colleges and divisions to identify the impacts of the new operating model and brainstorm potential solutions for reorganizing staff responsibilities. The focus will be on:

- Accounting for departmental responsibilities that may be left behind by staff who are taking new SET positions;
- Accounting for the newly created capacity of staff remaining in departments, whose current HR and finance responsibilities will be fulfilled by the new SET HR and finance teams.

**How will Transition Team Members be Chosen?**

Deans and division leaders will select transition team members in November.

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Staff selected for Specialized SET Role

- Specialize in HR, Finance, Payroll, Procurement or Unit-Based Post-Award
- Take on other responsibilities to replace HR and finance activity

Staff remaining in the department

- Local Support
- Administrative Assistance
- Academic Support
- Human Resources
- Finance & Procurement

HR & financial activity moves to SET roles

Transition Teams will help guide staff through upcoming changes.