Entity/Hierarchy

Overview

Official system of record for campus operational elements

Deployed in the early 1980’s

Resides on a campus mainframe

Pervasive links to other campus systems

Has evolved in response to changing business needs

Updated regularly

Maintained by Institutional Analysis
Entity/Hierarchy
Operational Elements - Structural

Entity *Structural Elements* identify areas associated with campus organization:

- Departments
- Centers
- Offices
- (More)
Entity/Hierarchy
Operational Elements – Functional

Entity *Functional Elements* identify objects required to support the institutional mission:

- Majors
- Courses
- Space
- (More)
The entity hierarchy is the placement of entities in a logical order to drive campus:

- **Reporting**
- **Processing**
- **Security**

(More)
Entity/Hierarchy
Implementation

A series of mainframe-resident tables create a relationship between:

Entity
- A unique 4-digit number used to identify:
  1. Structural Elements (Departments, Centers, etc.)
  2. Functional Elements (Degree Programs, Course Credit, etc.)

Hierarchy
- A unique 10-digit number to define Entity placement in a logical order
### Entity/Hierarchy Example

<table>
<thead>
<tr>
<th>Element</th>
<th>Entity</th>
<th>Hierarchy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law School</td>
<td>0317</td>
<td>07 10 00 00 00</td>
</tr>
<tr>
<td>Four Year Law Program</td>
<td>0318</td>
<td>07 10 00 00 10</td>
</tr>
<tr>
<td>Baldy Center</td>
<td>1481</td>
<td>07 10 00 08 00</td>
</tr>
<tr>
<td>Nursing General Space</td>
<td>1504</td>
<td>08 14 00 90 01</td>
</tr>
<tr>
<td>Business Reporting and Systems</td>
<td>1049</td>
<td>05 03 07 00 00</td>
</tr>
</tbody>
</table>
Entity/Hierarchy

Additional Considerations

Entities must conform to a standardized model validated by each unit.

Entities will change according to evolving business needs.

Legacy process for entity change needs a refresh.
Entity/Hierarchy
Legacy Entity Change Process

Send email to APB.

Change is made.

Revisions easy in a world with no pervasive links.
All functional changes will require unit Chief Financial Officer (CFO) approval.

All structural changes will require CFO, Dean/VP *and* Provost approval.

Academic unit name changes will also require Faculty Affairs input.

APB will manage Provost approval.
Entity/Hierarchy

New Entity Change Process - 2

1. Discuss your change with your unit CFO.
   a. Determine if the request is Structural or Functional

2. If, after discussion, you decide to implement the change, do this:
   a) For changes requiring a new entity, go to this web link:
      i. APB New Entity Request Form
   b) For changes to an existing entity, go to this web link:
      i. APB Existing Entity Request Form

3. Complete the form
   a. Obtain CFO approval for Functional changes
   b. Obtain CFO *and* Dean/VP approval for Structural changes
      i. APB will coordinate Provost approval and potential Faculty Affairs involvement.

4. Forward completed form to:
   a. Laura Szefel: lmszefel@buffalo.edu
   b. Mark Molnar: mmolnar@buffalo.edu

5. Implementation schedule is dependant on the level of integration with other campus systems.
   a. Quick changes:
      i. All non Academic Structure/Function
      ii. New Academic Function
   b. Slow Changes:
      i. All Academic Structure
      ii. Existing Academic Function
   c. APB will contact you if additional discussion is required.

6. Notification will be sent to the campus via email once the change has been made.
   a. A list of implemented changes may be found at this link:
      i. APB Entity/Hierarchy Action report
Entity/Hierarchy

Questions?