

ATLAS

Orientation for people leaders



How is this program assigned?

ATLAS (A Toolkit of Leadership Approaches and Skills) is a role-based orientation assigned to eligible managers upon promotion or hire.



Eligibility criteria

The program is assigned to employees who meet all of the following criteria:



A supervisor who has one or more full-time staff as direct reports.



These direct report(s) are individual contributors, not supervisors of supervisors.



This role shifts them from an individual contributor to a leader of people OR they are new to Boston University at this level.



This promotion or new hire occurred after September 1, 2022.



Recommended actions

1. Enter any promotions or hires into SAP in a timely manner. Refer to [Helpful Guides](#) on the process.
2. Set up an [organizational unit](#) at the time of promotion or hire.
3. Give [MGR security level](#) in SAP.

Assignment process

1

Promotion or hire into supervisory of full-time staff, who are individual contributors.

Information entered into SAP.

2

HRIS team pulls a list from SAP quarterly. The script looks for:

- Organizational unit
- MGR security level
- Action date

3

OD&L verifies eligibility through a self-assessment in Qualtrics. Participants have the choice of cohort.

Those who do not respond are not assigned the program.

4

One month prior to the cohort start date, OD&L assigns eligible participants of their respective cohort in Terrier eDevelopment.

OD&L informs participant supervisors of enrollment in ATLAS at this time.

If you believe a new people leader has been inadvertently missed, please email ODL@bu.edu with the First and Last Name, BU ID, and Action Date of that individual.

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Annual timeline

Action Start Date	Notification Timeline	Next Available Cohort	Start of Cohort Communications
January 1 - March 31	Mid-April	Summer	Early June
April 1 - June 30	Mid-July	Fall	Early September
July 1 - September 30	Mid-October	Spring	Early February
October 1 - December 31	Mid-January	Spring	Early February

Each year, OD&L offers three cohorts. The five modules are spread across four months in the spring and fall semesters. The summer follows an intensive format where the modules are completed across two weeks.



For more information about ATLAS, please visit the program webpage at www.bu.edu/odl/what-we-offer/professional-development-for-managers-and-leaders/atlas