Effectiveness And Efficiency of the National Movement in Orderly Archive Awareness in Accelerating the Promotion Process to Professors at State University of Surabaya

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Abstract. This study directs to describe the effectiveness and efficiency of the National Movement in Orderly Archives Awareness (GNSTA) in accelerating the promotion process to professors at Surabaya State University (Unesa), to describe the efforts of staffing employees in conducting records management in accelerating the promotion process to professors at Unesa, and to describe obstacles in carrying out archive management for the implementation in accelerating the promotion process to professors at Unesa. The method used in this research is descriptive qualitative, describing the results of observations, and conducting interviews/questionnaires. The results showed that the GNSTA was neither effective nor efficient. Effectiveness can be seen from the archive storage space that does not meet the criteria, the involvement of human resources having archiving skill is not fulfilled, and the archive storage system still varies. Archival efficiency refers to: the duration of archive retrieval exceeds, the period of archival administration services is not yet optimal, and the archive affordability does not guarantee the availability of archives. Efforts taken by staffing employees are carried out in 3 steps, namely: (a) scanning staffing archives, (b) increasing the competence of staffing archives, and (3) comply with Unesa's integrated information system. Obstacles in managing archives to accelerate the promotion process for professors at Surabaya State University were encountered, including: (a) lack of motivation for lecturers to complete the required documents for promotion or position, (b) lack of human resources in the IT/archiving sector, and (c) archive management is not yet running.

Keywords: Orderly Archive, Promotion, Position, Professor.

1 Introduction

The Head of the National Archives of the Republic of Indonesia (ANRI) has published the Regulation Number 7 of 2017 dated 16 February 2017. The regulation regarding the National Movement in Orderly Archives Awareness (GNSTA) declares that

GNSTA is an attempt to enhance the awareness of public organizations and regional state employers in understanding the goals of organizing archives by the way of components of policy, organization, archival resources, infrastructure and facilities, archive management and archival funding. In particular, this movement can encourage organizational and individual resourcefulnes to always recognize the importance of archives in the world, especially in the administration of education.

It should be known that universities in Indonesia as education providers are liable for assisting the public institution in organizing the learning activity at the higher education level in particular. As an investigation to the understanding that each higher education institution realizes the government's intentions by strengthening higher learning institutions; realizing mission differentiation; financing higher education; developing scientific fields and learning innovations; increasing university graduates; strengthening cooperation between universities, industry and the government; and making universities as producers of science, technology, innovation and centers of excellence. The relation between the results to be achieved and the available resources needs to be achieved, so that the application of higher education to be successful needs to get supports in by processes (the learning and teaching implementation), staffs, and quality facilities well.

The research results of [1] show that hindrances in accelerating the promotion of academic lecturer positions happen, mainly associate professors and professors which can be classified into 2, namely personal obstacles and organizational obstacles. More clearly and still referring to the study, it stated that individual barriers include motivation in writing articles in journals and the competence to do archival filing to be in higher positions for lecturers. From these results, it appears that one of the individual barriers refers to archiving. In terms of filing files for promotions, efforts are made to communicate with administrative staffs who handle staffing matters under the responsibility of Vice Dean II (Non-Academic Affairs) in each faculty.

Sumarti [2] did research focusing the role of GNSTA in supporting promotions to professors at Faculty of Mathematics and Science, Unesa shows that as a complete promotion to professors, several documents that must be completed in the DUPAK (List of Proposed Credit Score Ratings) form must be completed. These documents need to be archived in an orderly and neat manner, including primarily in the management of scientific publications in both national and international journals. The first element or component required in the promotion process is education and teaching. These elements are ranked first as a priority contributor to the number of credit scores.

Research conducted by Rahmawati [3] related to a descriptive study on the effectiveness of filing management at Regional Archives and Goods Management Office at Blitar city resulted in the need for an archive storage system based on the subject/subject system and the similarity of file types; the principle of decentralized archive management; the types of archives stored in the form of textual archives and inactive archives; destruction of archives with paper shredders, depreciation of archives based on applicable laws and regulations, equipment for archives including storage, data processing, and retrieval; the level of accuracy of archive retrieval is classified as very accurate; maintenances of archives using a vacuum cleaner, applying camphor,

and setting temperature stability and intensity of light entering the archives storage; and constraints of very limited human resources.

Then, Irwanti et al [4] raised the research title The Effectiveness of Archives Management at the Kantor Badan Kepegawaian Negara (State Civil Service Office) Regional IV Makassar. The results of the research show that archive management is categorized very effective. Based on the standards of record keeping and distribution of archives, they are categorized as effective criterion, the archive storage indicators are classified in the effective category, the archive maintenance indicators are identified in the very effective category, and the archive depreciation indicators are categorizeed very effective.

In December 2017 - January 2018, a study entitled Analysis of the Effectiveness and Efficiency of Archive Storage (Case Study at the Tiumang District Office) Dharmasraya Regency, West Sumatra conducted by Susanti et al [5] resulted in the effectiveness of archive storage has not been achieved. There are obstacles related to archive storage including limited human resources, incompatibility of human resources (HR) background, lack of infrastructure for archive storage. Archive storage efficiency has also not been achieved. It is still found that the period for retrieving archives is quite long, 5-15 minutes, the period for administrative services to the public is not exactly as promised, the strategic location of archive storage does not have a positive correlation with the retrieval of archives.

Yonas et al [6] studied the application of the archive management system to realize an effort to increase the effectiveness of ensuring archive storage at the Dinas Perpstakaan dan Kearsipan (Library and Archives Service) East Java Province. The technique used in this data analysis technique descriptive qualitative research to collect data by observing, interviewing and documenting. The results of the study show that the archive management system in an effort to increase the effectiveness of ensuring archive storage at the Library and Archives Service of East Java Province can run well, but there are also constraints in human resources on archivists who are not yet as skilled as possible in archival management.

The objectives of the GNSTA include encouraging state institutions and regional government administrators to create an orderly: (a) preparation and implementation of archival policies on an ongoing basis; (b) establishing a filing organization capable of carrying out its duties and functions efficiently and effectively; (c) optimal management of archival human resources; (d) management of archival infrastructure and facilities in accordance with archival standards; (e) implementation of archive management in a comprehensive and integrated manner; and (f) provision and use of archival funds effectively and efficiently.

Considering the above and to limit the research area, the formulation of the problem can be described as follows: (1) How is the effectiveness and efficiency of the National Movement in Orderly Archives Awareness (GNSTA) in accelerating the process of promotion to professors at Surabaya State University; (2) What efforts are made by the personnel manager in implementing records management to accelerate the promotion process for professors at Surabaya State University?; and (3) What obstacles were found in conducting records management to accelerate the promotion process for professors at Surabaya State University?

To balance the the problem statement, the research objectives can be formulated as follows: (1) to describe the effectiveness and efficiency of the National Movement in Orderly Archives Awareness (GNSTA) in accelerating the process of promotion to professors at Surabaya State University; (2) describe the efforts of personnel managers in managing records to accelerate the promotion process for professors at Surabaya State University; and (3) describe the obstacles in managing records to accelerate the promotion process for professors at Surabaya State University.

Personnel managers and/or administrators in faculties/work units that handle promotions from lecturers to professors are expected to have an important role and high enthusiasm in checking the completeness of the promotion files. The personnel managers are tasked with facilitating proposals for promotion of lecturers and students. In addition, the administrative control of personnel in the local faculty is in accordance with applicable strategies and principles to facilitate the control of employee documents and data, especially in promotions. The urgency of the research that will be carried out is in order to accelerate the promotion of positions to professors.

2. Research Method

The method used in this study is a qualitative one. This method is a research method that produces descriptive data in the form of the utterances, writings, and behavior of the people being observed. By carrying out this research, researchers can observe and feel what they experience in everyday life. As explained that the qualitative research method is research that intends to understand the phenomenon of what is experienced by research subjects such as behavior, perceptions, motivations, actions, etc. holistically and by means of descriptions in the form of words and language, in a natural context and by utilizing various natural methods [7]. In more detail, it is stated that qualitative research aims to gain a general understanding of social reality from the perspective of respondents. Finally, understanding is not determined beforehand, but is obtained after analyzing the social realities that are the focus of research, and then a conclusion is drawn in the form of a general understanding of these realities.

More specifically, data collection techniques are carried out through observation, interviews, and questionnaires. Data analysis techniques were performed by calculating tabulations and data descriptions. The description of the data is obtained from data reduction, data presentation, and conclusion and verification. Sources of data were obtained by way of interviews and filling out questionnaires by personnel managers in all Unesa faculties. In addition, observations were also made. Data analysis techniques were carried out by tabulating and describing the results of filling in the research instruments.

3. Results and Discussion

In supporting this acceleration, it is necessary to pay attention to archive storage by personnel managers. The following are the results and discussion obtained.

The effectiveness of orderly archives in this study will be obtained through observing the archive storage space used by staff managers at Unesa by considering criteria, including: lighting, air circulation, and floor strength. At FMIPA Unesa, it was found that the lighting for the personnel archive storage room was very good with lighting from sunlight, although not directly. Likewise, the circulation is quite good because it has large enough ventilation and is equipped with air conditioning. The strength of the floor is quite good because it already uses ceramics, but the condition of some ceramics is found to be broken. Meanwhile in FEB, the condition of the personnel archive storage room, the lighting is quite good because the lighting comes from indirect sunlight. Air circulation is also very good because adequate ventilation is also facilitated by an air conditioning machine. Related to the strength of the floor, the archive storage room has good tile floor strength because the building it is occupied is a new building.

Archival efficiency refers to observations on: the maximum duration (duration) of archive retrieval is 2 minutes, the duration (duration) of archival administration services is 1 – 3 working days, and the strategic location of archive storage (affordability). FMIPA is a faculty that has many lecturers. In terms of retrieving personnel records to be used as a complement to promotions/positions, the duration required does not take a long time because the archives are stored properly. As with archive administration services, lecturers can be served quickly because of the cooperation with the mail manager. The affordability of storage locations is quite easy because the position of the archive storage space is very strategic. Not much different from what happened at FMIPA, FEB has fewer lecturers than FMIPA. When staffing files need to be recovered, personnel managers can easily obtain the required files. Staff filing administration services can be served well because of coordination with the mail manager. Personnel archives are placed in a very strategic space so that requests for records can be served quickly. The location of the archive storage room is very strategic.

Efforts to manage staffing in managing records to accelerate the process of promotion to professors at Surabaya State University are carried out in 3 steps, namely: (a) scanning staffing records to obtain digital staffing records that are easier to manage, (2) increasing the competence of personnel records by attend staffing training, data processing, and specifically processing promotions/positions, and (3) comply with Unesa's integrated information system that applies to both iSDM and UNESA's PAK SIM.

Obstacles in managing archives to accelerate the promotion process for professors at Surabaya State University were encountered, including: (1) lack of motivation for lecturers to complete the required documents for promotion or position, (2) lack of human resources in the IT/archiving field, and (3) archive management is not yet running. In the future, it is necessary to involve human resources who manage personnel records who understand archives and fulfill an adequate number of personnel. Archive storage systems are also considered in terms of subject or number that is mutually agreed upon.

4. Conclusion

It is necessary to manage personnel/staffing records properly because it has a positive impact in accomplishing completely the requirements for promotion/position.

The effectiveness of orderly archives in this study will be obtained through observing the archive storage space used by staff managers at Unesa which has reached a high level by considering criteria, including: lighting, air circulation, and floor strength. Archival efficiency at Unesa which refers to observations on: the maximum duration (duration) of archive retrieval is 2 minutes, the duration (duration) of archival administration services is 1-3 working days, and the strategic location of archive storage (affordability) can be said to be efficient. Staff filing administration services can be served well because of coordination with the mail manager. Personnel archives are placed in a very strategic space so that requests for records can be served quickly. The location of the archive storage room is very strategic.

Efforts by personnel managers in managing records to accelerate the process of promotion to professors at Surabaya State University are carried out in 3 steps, namely: (a) scanning staffing archives so that digital staffing records are obtained which are easier to manage, (b) increasing the competence of staffing archives by means of attend staffing training, data processing, and specifically processing promotions/positions, and (c) comply with Unesa's integrated information system that applies to both iSDM and SIM PAK UNESA.

Obstacles in managing archives to accelerate the promotion process for professors at Surabaya State University were encountered, including: (a) lack of motivation for lecturers to complete the required documents for promotion or position, (b) lack of human resources in the IT/archiving sector, and (c) archive management is not yet running. In the future, it is necessary to involve human resources who manage personnel/staffingn records who understand archives and fulfill an adequate number of personnel/staff. Archive storage systems are also considered in terms of subject or number that is mutually agreed together.

Other things that need attention exclude lighting, air circulation, and floor strength of the archive storage room are the equipment for archive storage that should also be considered as a priority for managing personnel document archives.

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