

A Thinking on University Administration Standardization in the New Period

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Abstract

University administration standardization is an important work to promote university reform, which is not only in line with the characteristics and laws of the reform and development of universities, but also helps improve a modern university system, establish a sound and standardized work system and further improve the administrative effectiveness of universities. Universities must be strongly aware that in the new environment of reform, they must implement standardized work throughout all aspects of administration, constantly improve the standardized work system and effectively enhance their own competitiveness and cohesion.

Key words: New era; University administration; Standardization; Strategy

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INTRODUCTION

The improvement of connotative development clarifies a direction for universities, reflects different phases in university reform, and also presents greater challenges and higher requirements for university administration. In the new era, a comprehensive promotion of administration standardization is the driving force to promote the rapid development of universities, which will help speed up the construction of a modern university system, promote the standardization of administration, improve the

assembly effect of university administration, and improve the vitality and competitiveness of universities. This article will focus on studying the strategy of university administration standardization in the new period.

1. A THEORETICAL THINKING ON UNIVERSITY ADMINISTRATION STANDARDIZATION

1.1 Connotation of University Administration Standardization

University administration refers to a series of activities, organizations, measures, systems, etc. undertaken to achieve the aims of education. It requires universities to be able to coordinate and scientifically use the inside and outside resources, guide teachers and students to master scientific methods and correct directions, achieve the educational aims better, and promote the orderly implementation of the university administration. University Administration includes school general management, teaching management, teacher management, student management, school spirit discipline management and school environment management, etc., which is a systematic task and an important guarantee to maintain the normal operation of universities. Standardization means that during the process of administration, universities should gradually establish relevant systems and regulations to ensure an orderly management, and strictly comply with the systems and regulations in every work step. University administration standardization holds great significance for the sustainable development of university and establishment of a standardized work system.

1.2 Characteristics of University Administration Standardization

University administration standardization is an important part of university management, which meets the

requirements of university development and needs to have the following characteristics: Firstly, it should be scientific. On the one hand, university administration standardization must strictly follow the actual laws of university management and uphold the criterion of being practical and realistic, on the other hand, it must take advanced management theories as the basis for work, improve management operability in association with efficiency, ensure that administration standardization is coordinated with the university's ideological and political level, and is established on a solid statistical basis and within the affordable range. Secondly, it should be incentive. The regulations and systems formulated during the implementation of university administration standardization should not become the shackle of teachers and students, but should be correctly guided with reason and scientific methods in order to stimulate teachers' enthusiasm and students' learning initiative. Thirdly, it should be democratic. Democratic management is the fundamental system of university administration. Administration standardization should adhere to the democratic principle and strictly implement the hierarchical management to ensure that various management work are specified and fully implemented with the aid of democratic participation, and administrative regulations are observed from top to bottom. Fourthly, it should be advanced. University administration should adhere to innovation and advancement with the times, and in the standardization process management should be given full play to ensure the advancement.

2. PRACTICAL STRATEGIES FOR UNIVERSITY ADMINISTRATION STANDARDIZATION

2.1 Reinforce University Management System

Reinforcement of an efficient management system and regulation of administration with a sound system is an important part of university administration standardization in the new period, which requires universities to gradually establish a sound management system and give it a leading role as the supreme regulation of universities. University administrative system involves all aspects of administration, such as teaching management, logistics management, financial management, research management, recruitment and employment management, etc., which form a systematic management practice to ensure the normative operation of various management work and the stable development of universities. In order to comprehensively promote administration standardization, universities need to promote administrative institutional construction, clarify the work requirements that the leadership at all levels and other management staff must comply with,

so that they can strictly follow the work guidelines and related report system. While strengthening institutional management, universities should also promote and accelerate management standardization. While improving management rules and regulations, universities must also adapt to the requirements of China's economic, political and technological system reforms, positively respond to the demands of reforms and conform to the trend, conduct researches on various management systems, reform the regulations which don't comply with administration standardization, especially those affecting the vital interests of teachers and students, in order to better serve teachers and students and speed up the process of administration standardization.

2.2 Establish Target Responsibility System

University administration is not simply limited to the work scope of functional departments. The longitudinal departments are also responsible for administration, assume relevant management responsibilities and lay the foundation for the orderly implementation of university administration. In the new era, the development of university administration standardization requires to establish a sound target responsibility system which can disintegrate the overall administrative target and divide different management responsibilities, so that different departments and management steps can carry out work in accordance with the requirements of target responsibility system and better implement standardized administration. Efficient management work has unique methods and rules, and should be carried out with different responsibility systems in accordance with different management natures, such as Party management target responsibility system, teaching management objective responsibility system and logistics management commitment system, etc.. Relevant functional departments and longitudinal departments of universities need to clarify their management responsibilities, disintegrate work objectives in strict accordance with the actual requirements of objective responsibilities, further clarify their work contents, directions and goals, achieve hierarchical management, and form an improved objective responsibility system of self-control and controlled at each level to ensure an orderly implementation of university administration and provide support to speed up the standardization process.

2.3 Implement Post System and Credit System

Post responsibility system and the credit system play an important role in university standardized administration, and in order to facilitate the standardization universities must strictly implement post responsibility system and the credit system. Post responsibility system is an effective measure to carry out management work and further implement target responsibility system. It is able to ensure a smooth implementation of university management tasks,

and ensures that each post is duly performed and develops normatively. Post responsibility system includes each post's responsibility, reward, punishment, promotion, salary, assessment and post criterion, etc. Each step can affect the implementation of post responsibility, and have a huge impact on standardized administration. Only a strict implementation of post responsibility system can fundamentally improve the implementation quality of post responsibility. In implementation, universities must have a comprehensive understanding of the staff, divide jobs orderly, clarify responsibility requirement for each post, select and appoint personnel for each post in strict accordance with the assessment. Credit system is an important part of university teaching reform. It is different from the academic year system, and gradually becomes a university teaching management system to solve the problem of specialty orientation, and create favorable conditions for the cultivation of students' qualities and abilities. The implementation of credit system plays an important role in university administration standardization, and is also an effective way to promote talent training and quality. In the implementation of credit system universities need to further promote teaching objective management, improve students' initiative and enthusiasm to better achieve the goal of efficient education.

2.4 Clarify Allowance System and Scholarship System

School allowance is related to the vital interests of university teachers and is an important component of the teachers' salaries. School allowance system must truly reflect the staff's responsibilities, performances, qualities as well as how their tasks are completed. School allowance system makes use of economic leverage in implementation, which can make an incentive for the staff, promote their enthusiasm and initiative to ensure an orderly development of administrative work, and meet the actual needs of higher education better. Universities must further clarify school allowance system, combine objective management with job responsibility in the development of the system, determine collective or individual allowances in strict accordance with assessment results, and improve the fairness and rationality of school allowance system. School allowance system should also reflect the characteristics of human nature and education, combine remuneration with work completion quality, assess allowance through strict examination and improved index system and comprehensively promote the standardization of university administration. Scholarship system is related to the vital interests of students, is a management system needs to be further improved, and is related to the work quality of standardized administration. The implementation of scholarship system allows a large number of outstanding students to get corresponding rewards, thereby improve their learning

quality and efficiency. In the development and refinement of scholarship system, universities must make good use of economic leverage to enhance students' learning motivation, adhere to the moral education principle and guiding principle in the determination of distribution system and program, set the promotion of comprehensive development of students as the important goal, and effectively use economic interests to encourage students to study hard and make progress.

2.5 Construct Four Forms of Work Styles

Four forms of work styles are the inevitable requirement of university reform and are essential in the construction of university administration standardization in the new period, which need for further implementation in actual administrative work. Firstly, the construction of school spirit. School spirit refers to the behaviors that university teachers and students have gradually formed in a variety of everyday teaching, management and research, etc., which are a comprehensive reflection of efficiency spirit, a reflection of teachers' and students' spirits and work standards and a guarantee of administration standardization in the new situation. The construction of school spirit can bring greater spiritual strength to university development. We must fully play its role of guidance, motivation, regulation and cohesion to maintain the order of teaching and management, and make universities the battlefield to cultivate talents in the true sense. Secondly, the construction of study style. The main body of construction of study style is the majority of university students, whose ideology and morality can be regulated in this way. Students must establish a sense of ownership, actively participate in the construction of university study style, positively respond to the call of standardized management and improve the management to themselves. Thirdly, the construction of teaching style. The main body of construction of teaching style is university teachers. Teaching style embodies the value standards and conducts codes that teachers have formed during the actual teaching. Teachers' demeanors and teaching qualities will have an impact on the construction of teaching style, so they must be strict with themselves, maintain strict attitude, right idea and good morality in teaching. Fourthly, the construction of work style. University management cadres at all levels have formed work styles in the practical work, and during the construction of work style, they must set themselves an example to others, take an exemplary role, actively go investigate to the grassroots so as to serve students and teachers better.

CONCLUSION

University administration standardization is not a rejection to personal freedom but an advocacy of orderly freedom, because universities are only able to weaken

mandatory management and play the inductive and efficient role of standardized management on the track of standardization. Universities, during the process of carrying out management, must further strengthen standardized administration in accordance with the developmental law of higher education, make efforts to improve management quality and promote efficient and standardized management so as to give a full play in the construction of the Chinese dream.

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