

Research on the Difficulties and Solutions of the Construction of Part-Time Archivists in the Transitional Period of Colleges and Universities

-- A Case Study of Sichuan University of Arts and Science

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Abstract

With the case study of Sichuan University of Arts and Science in the transitional period, this paper analyzes the difficulties in the construction of part-time archivists in colleges and universities, and explores the solutions for the construction of part-time archivists in colleges and universities.

Keywords

Colleges and universities, transitional period, part-time archivists, difficulties, solutions.

1. Introduction

In October 2015, Guiding Opinions on Some Local Undergraduate Universities to Transform Into Application-Oriented Ones was issued by the Ministry of Education, the National Development and Reform Commission and the Ministry of Finance jointly. It pointed out that colleges and universities should adapt to and lead the economic development under the new situation, service innovation-driven development, strengthen the awareness of the importance and urgency of the transformation period, and deal with development issues in priority. With the spirit of reform and innovation, colleges should promote the transformation and development by turning their educational ideas to serve local economy and social development, to the integration between production and education, to train application-oriented technical and skilled talents, to enhance students' employment and entrepreneurship ability and to comprehensively improve the ability to serve local economic, social and innovative development.

As the only provincial university in eastern Sichuan province, it was rewarded as the "pilot institution for the overall transformation and development of colleges and universities in Sichuan province " in 2016, making sure the way to implement the overall transformation, and strive to build the university into a high-level university with distinctive characteristics and outstanding advantages. In brief, the purpose is to build a university that has a strong influence among similar universities, and become the social talent training center, science and technology innovation center, information consulting center and cultural service center.

The transformation and development period is closely related to the future of colleges and universities. In this critical period, colleges and universities will produce many original records with preservation value. Whether these original records can be successfully turned into archives for reference largely depends on the professional quality of part-time archivists, and ultimately depends on the team construction level of part-time archivists in colleges and universities.

Therefore, it is essential to build a team of part-time archivists corresponded to the transformation and development of colleges and universities. Whether the part-time archivists

can meet the requirements of the work not only depends on the construction of corresponding cultivation mechanism, but also on themselves. The archivists should actively adapt to the pace of development and transformation, think positively, dare to explore, and strive to improve working efficiency of the team.

2. Difficulties in the Cultivation of Part-Time Archivists in the Transitional Period of Colleges and Universities

A. Lack of attention of the department leaders

Generally speaking, the department leaders have a weak sense of archival work. Because many universities are in a period of transformation and development, there are many tasks needs to be done urgently, so they pay insufficient attention to archival work, and even show prejudices, believing that archival work is unimportant.

Taking the example of Sichuan University of Arts and Science, although the senior leaders had announced that the archiving work of each department belonged to the year-end target assessment system, many department leaders still believe that archiving is neither the priority nor the main task of the school, but only a routine work that needs to be completed within the limited time each year.

Department leaders are indifferent to the archival work, and even cannot guarantee enough time for the part-time archivists to carry out their work, which leads to problems in the process of collecting and sorting files. Consequently, important files are easily lost, which seriously affects the routine work of archives.

B. The part-time archivists is impermanent

There are two types of part-time archivists in our university: one is the office director of the teaching department or the staff responsible for office business; The second is the green hand who is newly-employed.

In the period of transformation and development, the common characteristics of the two kinds of part-time archivists in the university is that their work are of mobility and change. Some part-time archivists only work for two or three years, or even one year. In the first year, they are just familiar with the archiving content, archiving process and matters needed to pay attention to. But in the second year, they are replaced with new part-time archivists.

In addition, the mistakes made by the new and senior part-time archivists in the process of work handover will lead to the loss or incompleteness of the archival files, which will make the archival work unable to connect smoothly, thus affecting the efficiency of archival work and the quality of archival collection and arrangement.

C. part-time archivists are unprofessional

Theoretically speaking, a qualified part-time archivist should be equipped with the corresponding professional theoretical knowledge, political literacy and computer operation ability. Not everyone is qualified for the job of part-time archivist.

But due to the actual situation of the work in university, and the lack of a part-time archivist selection system, part-time archivists is usually designated by the department leader. According to personnel changes and the work of the department, part-time archivists is often impermanent, which leads to a common opinion that part-time archivists can be anyone, and weakens the requirements of profession and quality for part-time archivists.

In the case of Sichuan University of Arts and Science, none of the part-time archivists is possessed with professional archival education background or professional technical title, and there is a lack of systematic archival training for part-time archivists. As a result, the entire part-time archivist group is unprofessional.

D. The evaluation mechanism needs to be further improved

Complete evaluation mechanism can stimulate work potential and passion. In Sichuan University of Arts and Science, a number of advanced individuals will be awarded, including staff in teaching and administration departments, the scientific research field, as well as the student work management department.

However, the work of part-time archivists' was excluded in the annual assessment, not to mention the annual appraisal or rewards of advanced individuals. Despite the routine work, their seriousness and work enthusiasm is different.

Due to the lack of a unified assessment and evaluation mechanism and no extra income, many part-time archivists will gradually form a mentality that there is no benefit for doing a good job of archivists, and there is no undesirable consequence for doing a bad job.

Because of there is no recognition and affirmation, some of the responsible part-time archivists will gradually show slack and negative emotions, which will greatly affect the quality of their work.

3. The Solutions of the Construction of Part-Time Archivists in the Period of Transformation and Development of Colleges and Universities

A. Strengthen the importance of leadership

First of all, university leaders, especially those in teaching departments, should fundamentally change their understanding of archival work, realize the key role of university archival work in the process of school transformation and development, and create a good working environment and provide strong support for the work of part-time archivists.

Secondly, in determining and selecting part-time archivists, the leaders of teaching departments should focus on the following factors: 1) part-time archivists should be familiar with the overall work of the department and have a strong sense of responsibility; 2) part-time archivists shall have corresponding political literacy and computer operation ability; 3) the relative stability of part-time archivists shall be ensured, and the part-time archivists of the department shall not be replaced easily.

B. Establish and improve the training mechanism for part-time archivists

Archives work requires professional staff. Part-time archivists are the fresh force of university archives work, and directly determines the quality of university archives work in the period of transformation and development.

To begin with, colleges and universities should strengthen the training of part-time archivists from the perspectives of doing a good job and improving the quality of archive, establish the pre-job training system and continuing education system for part-time archivists, and ensure that part-time archivists have the opportunity to receive professional training and continuing education in archivists before and after starting their jobs.

In addition, it is necessary to regularly or irregularly held meetings for professional and part-time archivists to share their opinions in archive work and deal with the related problems, enabling part-time archivists to feel the encouragement from the whole group and abandon the feelings of loneliness and helplessness which was formed when they work at their own department.

Colleges and universities can also organize activities for part-time archivists to visit other universities, broaden their horizons, summarize experience, innovate ideas, mobilize their work enthusiasm, and constantly improve the work efficiency of part-time archivists.

C. Strengthen the compilation and research of archives in colleges and universities

The management of college archives requires practical and service-oriented work. The purpose of archives management is to make use of them. It is easily form a passive situation for archives

management staff attention is only paid to the preservation of archives rather than the use of them.

The compilation and research of archives is the process of archives department transforming static archives resources into dynamic and available information. It is an important work for archives departments in universities to provide utilization services to teachers and students. It will enable teachers and students to attach importance to the value of archives, deepen the understanding of archives and archives work, and effectively expand the influence of archives work department. In this way, part-time archivists can better understand their own responsibilities, and more actively participate in the archive work in the period of transformation and development.

D. Establish and improve the incentive mechanism

To stimulate part-time archivists and improve their enthusiasm are the basis of getting the archival work well done in colleges and universities. Colleges and universities should implement the performance appraisal management of part-time archivists, establish a relatively sound appraisal system, and objectively evaluate the implementation of the archives work of part-time archivists. Colleges and universities can select a number of outstanding part-time archivists each year, issue certificates and give appropriate awards. As for the part-time archivists who fail to complete their work, they should be criticized, admonished and even punished in the way of reducing performance salary, and delaying professional title evaluation and job promotion.

A set of complete incentive mechanism can promote the competition among part-time archivists, strive to improve their own work skills and professional standard, and promote the continuous innovation and sound development of archivists in universities during the period of transformation and development.

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