ABSTRACT

On the stage of the achievement of the Universitas Telkom vision and mission, the aspects which support Universitas Telkom goal achievement are needed. Based on higher education tridharma application and implementation, the goal, vision and mission each faculty can be achieved, therefore it occurs activity targets and contract management among Universitas Telkom with FRI as well as FEB as target achievements which are obtained.

The initial data which were used a contract management of each faculty lecturer, this process was supported with knowledge management method, performing the data conversion into information and then became knowledge, the obtained knowledge could be a basis for the making of new policy which was more effective than before. The more effective policy could make an impact on assessment results which could be maximum. The data conversion process result was showed into the Universitas Telkom contract management distribution to each lecturer. This contract management distribution was evaluated and compared with contract target which was issued by Universitas Telkom. By comparing conversion result of the current management with contract target, a policy for Universitas Telkom regarding the lecturer workload standardization would be obtained.

The results obtained from the knowledge conversion of 5C-4C and SECI in the form of information and knowledge about the target of contract management. Therefore, it will prepare the target of contracts management. It will be designed in accordance with other indicators such as number of permanent lecturers available, number of students, academic functional positions, and others.

Keywords: Contract Management, Knowledge Management, Knowledge Conversion, 5C-4C, SECI