

NEW DEPARTMENT CHAIR ORIENTATION
Sponsored by the Chancellor/Executive Vice Chancellor & Provost Offices

Friday, September 30, 2016

1:00p.m. – 4:00p.m.

Hinderaker Hall, Room 0154

1:00p.m. – 1:30p.m.

Budgeting 101

Eric Chronister, former Chair of Chemistry

1:30p.m. – 2:00p.m.

Managing Emergencies

Lisa Martin, Campus Emergency Manager

2:00p.m. – 2:30p.m.

Campus Resources & Policies for Department Chairs

Andrew Larratt-Smith, Ombuds

2:30p.m. – 2:40p.m.

Know Yourself

Ameae Walker, Vice Provost for Academic Personnel

2:40p.m. – 2:45p.m.

Time Management Tips

Ameae Walker, Vice Provost for Academic Personnel

2:45p.m. – 2:50p.m.

Order at Faculty Meetings

Ameae Walker, Vice Provost for Academic Personnel

2:50p.m. – 3:00p.m.

Who You Gonna Call?

Ameae Walker, Vice Provost for Academic Personnel

3:00p.m. – 4:00p.m.

Chair's Responsibilities

Ameae Walker, Vice Provost for Academic Personnel