

**DEPARTMENT CHAIR FALL FORUM**  
Monday, October 24, 2016  
1:00pm – 5:00pm  
Highlander Union Building (HUB) North 302

- 1:00 – 1:15      **Registration** (*please don't all come at 1:15*)
- 1:15 -1:20      **Welcome and Introduction of the Academic Personnel Staff**  
Ameae Walker, Vice Provost for Academic Personnel
- 1:20-1:35      **Roles and Responsibilities of the Office of the Ombuds**  
Andrew Larratt-Smith, Ombuds
- 1:35-1:45      **Bring Your Questions for Andrew**
- 1:45- 2:00      **Roles and Responsibilities Office of Administrative Resolution**  
John Andersen, Vice Provost for Administrative Resolution
- 2:00-2:10      **Bring Your Questions for John**
- 2:10-2:25      **Visa Processing for International Academics**  
Kimberley Gentile, Interim Director, International Students and Scholars Office
- 2:25-2:40      **The Role of Chairs in the Internationalization of UCR**  
Kelechi Kalu, Vice Provost for International Affairs
- 2:40 – 3:10      **Academic Personnel Updates and Pleas for the Coming Cycle**  
Ameae Walker and other APO staff
- 3:10 – 3:25      **Break**
- 3:25- 3:40      **The Role of the Chair in ensuring Environmental Health and Safety**  
Russel Vernon, Director of Environmental health and Safety  
Al Vasquez, Executive Director of Enterprise Risk Management
- 3:40- 3:45      **Bring your questions for Russ & Al**
- 3:45-4:15      **Promoting Best Practices and Avoiding Legal Traps for Department Chairs”**  
David Bergquist, Chief Campus Counsel
- 4:15-4:20      **Bring your questions for David**
- 4:20- 4:40      **Cluster Hiring**  
Ken Baerenklau, Associate Provost
- 4:40-5:00      **Bring your questions for Ken**