



**NEW DEPARTMENT CHAIR
ORIENTATION**

**Sponsored by the Chancellor/Executive
Vice Chancellor & Provost Offices**

Monday, October 7th, 2019

8:00a.m. – 5:00p.m.

Hinderaker Hall, Room 2120

8:00 a.m. – 9:00 a.m.

Academic Personnel Processes you May Not Yet Know Much About

Ameae Walker, Vice Provost for Academic Personnel

9:00 am – 10:00 am

Campus Resources & Policies for Department Chairs

Andrew Larratt-Smith, Ombuds and Daniel Jeske, VPAR

10:00 a.m.-12:00 pm

**Know Yourself, Time Management Tips, Order at Faculty Meetings,
Chair's Responsibilities, Who You Gonna Call?**

Ameae Walker, Vice Provost for Academic Personnel

12:00 p.m.-1:00 p.m.

Lunch, Group Introductions, Getting to know your Colleagues

1:00 p.m. – 2:00 p.m.

Promoting Best Practices and Avoiding Legal Traps for Department Chairs

David Bergquist, Chief Campus Counsel

2:00 p.m. – 3:00 p.m.

More About Academic Personnel Issues

Ameae Walker, Vice Provost for Academic Personnel

3:00 p.m. – 4:00 p.m.

Budgeting 101

Ken Barish, Chair Physics and Astronomy

4:00 p.m. – 5:00 p.m.

Spill Over, Wrap up and Support for Chairs

Ameae Walker, Vice Provost for Academic Personnel

