

NEW DEPARTMENT CHAIR ORIENTATION
Sponsored by the Chancellor/Executive Vice Chancellor & Provost Offices
Wednesday, October 11th, 2017
8:00a.m. – 5:00p.m.
Hinderaker Hall, Room 0154



8:00 a.m. – 8:45 a.m.

Budgeting 101

Umar Mohideen, former Chair of Physics,
Current Divisional Dean, Physical Sciences & Mathematics

8:45 a.m. - 9:45 a.m.

Campus Resources & Policies for Department Chairs

Andrew Larratt-Smith, Ombuds and John Andersen, VPAR

10:00 a.m.-10:30 a.m.

Managing Emergencies

Lisa Martin, Campus Emergency Manager

10:30 a.m.-12:00 p.m.

Academic Personnel Processes that you May Not Yet Know About

Ameae Walker, VPAP

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

Lunch, Introductions, and Getting to know your Colleagues

1:00 p.m. – 3:45p.m.

Know Yourself, Time Management Tips, Order at Faculty Meetings

Chair's Responsibilities

Who You Gonna Call?

Ameae Walker

3:45 p.m. – 4:45 p.m.

Promoting Best Practices and Avoiding Legal Traps for Department Chairs

David Bergquist, Chief Campus Counsel

4:45 p.m.- 5:00 p.m.

Mentor Support Program for Chairs

Ameae Walker