

Department Chair Forum / New Chair Orientation, Fall Quarter
October 20, 2006
University Extension, Conference Room D & E

AGENDA

SESSION I: Department Chair Forum

7:45 – 8:00 **Registration & Distribution of Materials for Chair Resource Handbook**
Continental Breakfast

8:00 – 8:15 **Welcome and Introduction**
Ellen Wartella, Executive Vice Chancellor & Provost

8:15 - 8:30 **Clarifications to the CALL**
Elizabeth Lord, Vice Provost for Academic Personnel

8:30 – 9:00 **E-File Update**
Chuck Rowley, Associate Vice Chancellor

9:00 – 9:45 **Miscellaneous Discussion Items**
Elizabeth Lord, Vice Provost for Academic Personnel

- *File Status Report (05-06 Review files)*
- *File Time-Line Tracking*
- *Faculty Awards & Programs*
- *Departmental Voting Procedures*
- *Department Chair Monthly Lunch Bunch*
- *Deans Staff / Academic Personnel Monthly Meetings*
- *New Faculty Orientation & Monthly Meetings*
- *Tenure Academy*
- *06-07 Department Chair Forums*

9:45 - 10:00 **BREAK**

SESSION II: New Chair Orientation

10:00–10:05 **Welcome and Introduction**
Elizabeth Lord, Vice Provost for Academic Personnel

10:05–10:25 **UCR Counseling Center**
Ted Swigart, Assistant Director

10:25 – 10:35 **Yolanda Moses**
Vice Provost for Conflict Resolution

10:35 – 10:50 **Sam Vickery**
Psychologist / Employee Assistance Program

10:50 – 11:30 **Panel of Experienced Chairs and Staff**

<i>~David Funder, Former -Chair Department of Psychology</i>	<i>~Rhonda Peterson, Principal Admin Analyst Bourns College of Engineering</i>
<i>~James Baldwin, Chair Department of Nematology</i>	<i>~Connie Young, MSO Department of History</i>
<i>~Sharon Duffy, Associate Dean Graduate School of Education</i>	<i>~Millie Garrison, FAO Department of Entomology</i>
<i>~Jerome Schultz, Chair Department of Bioengineering</i>	

11:30 – 12:00 **Overview of Chairs Resource Handbook and Lunch**