Department Chairpersons

Orientation & Professional Development Summer Program

Geared for new chairpersons, but all chairs are invited

Wednesday, June 7, 2017 - 8:30am – 4:00pm
Atrium I, Memorial Union

8:30am  Continental Breakfast

9:00am  Welcome - Provost Don DeHayes
         Chairperson’s role and expectations
         Introductions – Getting to know each other

9:30am  Rhythm of the Academic year –
         Chair’s calendar and general tasks throughout the year
         Resources and who to contact for typical tasks and problems

         Norbert Hedderich, Professor, former Chair of Languages
         Cathy English, Professor, Chair of Nutrition and Food Sciences

10:00am  Chairperson’s Panel
         Perspectives on the Chair Role from Experienced Chairs

         Jeremiah Dyehouse, Associate Professor, Chair of Writing and Rhetoric
         Faye Boudreaux-Bartels, Professor, former Chair of Electrical, Computer and Biomedical Engineering
         Marilyn Barbour, Professor, Chair of Pharmacy Practice
11:00am **Common Chair Issues and Experiences**  
Discussions, vignettes led by experienced Chairs

12:00pm **Luncheon**  
Discussion – Sharing strategies for addressing faculty conflicts –  
Dr. Jerome Schaffran, guest and former Chair HDF

12:45pm **Budget & Accounting Issues**  
Bring your laptop as this session is hands on!

12:45pm Budget management - Linda Barrett, Director of Budget & Financial Planning  
1:15pm Accounts payable, Pcard, travel - Doreen Bolster, Associate Controller  
1:35pm PeopleSoft grants portal – Michele Wood, Associate Controller  
1:55pm Payroll issues & effort certification– Jim Cacciola, Assistant Controller  
2:15pm Processing PO’s – Betty Gil, Director of Purchasing  
2:30pm Post award grant process – Eileen Campanale, Sponsored projects

2:45pm **Future Professional Development**: topics & program evaluation

This program was planned by a Chair’s Steering group: Thank you!

Marilyn Barbour, Professor, Chair of Pharmacy Practice  
Laura Beauvais, Vice Provost for Faculty Affairs and Global Initiatives  
Faye Boudreaux-Bartels, Professor, former Chair of Electrical, Computer and Biomedical Engineering  
Jeremiah Dyehouse, Associate Professor, Chair of Writing and Rhetoric  
Cathy English, Professor, Chair of Nutrition and Food Sciences  
David Fastovsky, Professor, Chair of Geosciences  
Susan Hannel, Associate Professor, Chair of Textiles, Fashion Merchandising and Design  
Norbert Hedderich, Professor, former Chair of Languages  
Jeff Konin, Professor, Chair of Physical Therapy  
Gary Liguori, Dean, College of Health Sciences  
Ann Morrissey, Special Assistant to the Provost for Academic Planning