

**DEPARTMENT CHAIR'S WORKSHOP**

**Spring 2014-2015AY**

Thursday, May 21, 2015

8:30am – 12:00pm

Alumni and Visitors Center

**Workshop Purpose:** To discuss items in the academic review process with a focus on the Department Chair's responsibility. The goal is to have everyone benefit from the collective wisdom of the group.

**Main Themes/Working Sessions:** Working session objectives and discussion questions will be used to guide the discussion.

TABLE #	TOPIC OF DISCUSSION
1	Solicitation Letters/Solicitation Packets
2	Department Meeting
3	The Candidate's Self Statement
4	Department Letter
5	Appointment Letters
6	Evaluation of Chairs
7	Role of Academic Personnel Staff Versus Candidate in the Preparation/Update of the Review File
8	How to Speed Up Appointments

**Agenda:**

8:30am – 9:00am

**Registration/Continental Breakfast**

9:00am – 9:10am

**Welcome and Explanation of Structure of the Workshop**

Ameae Walker, Vice Provost for Academic Personnel

9:15am – 10:00am

**Working Sessions**

10:00am – 10:15am

**Break**

10:15am – 10:30am

**Academic Personnel Updates**

Ameae Walker, Vice Provost for Academic Personnel

(1) Academic Leave of Absence Website

(2) Changes to safeguard and automatic receipt of letters, etc.

(3) How to see eFile before officially in the Department Chair's queue – i.e. how to help faculty put their eFile together

(4) Recruitment

10:30am – 12:00pm

**Review and Discuss Results of Working Session**