

## DEPARTMENT CHAIR'S WORKSHOP

Spring 2015-2016AY

Tuesday, May 31, 2016

12:00pm – 5:00pm

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. It is not a test of how well you can look up current rules, but an examination of how we can improve what we do.

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

TABLE #	TOPIC OF DISCUSSION
1	Out of the Ordinary
2	Department Personnel Meetings
3	Monitoring Comments in Statements/Letters
4	Department Letters – have we improved?
5	New Chair Training/Chair's 201
6	Meetings with Faculty and On-Time Completion of eFile
7	Inter-Department and Inter-College Appointments
8	Expectations for Professors of Teaching – Appointment/Advancement

### Agenda:

12:00pm – 12:30pm	<b>Registration/Lunch</b>
12:30pm – 12:40pm	<b>Welcome and Explanation of Structure of the Workshop</b> Ameae Walker, Vice Provost for Academic Personnel
12:40pm – 1:45pm	<b>Working Sessions</b>
1:45pm – 2:00pm	<b>Break</b>
2:00pm – 2:15pm	<b>Academic Personnel Updates</b> Ameae Walker, Vice Provost for Academic Personnel
2:15pm – 5:00pm	<b>Review and Discuss Results of Working Session and Wrap Up</b>