

Agenda for department chair orientation program (Barnett Conference Room)

11:30-12:30 Introduction by Carol Quillen and Presentation by Kathy Matthews

The role of a Department Chair from a Dean's perspective

How to successfully lead a department

How to best "work with" the Dean's Office

12:30 – 1:15 Presentation by Kathy Collins

Economic Responsibilities

Budget responsibilities

Reporting – deadlines and responsibilities, annual reports

Records retention and travel/reimbursement policies

How to best "work with" the Budget Office.

1:15– 1:45 Presentation by Richard Zansitis

Legal Responsibilities of a Department Chair

Working with the General Counsel's Office

Compliance with University Policies

Search Committee Responsibilities

Representing the department (internally and externally)

Dealing with Misconduct

Conflict of Interest

1:45- 2:15 Presentation by Mary Cronin

Responsibilities of a Department Chair for the Departmental Staff Members

Organization and Management of Departmental Staff

Reporting information – deadlines and responsibilities, annual reports

Evaluation of Staff

Dealing with Misconduct
How to best “work with” Human Resources

2:15- 2:45 Presentation by Darrow Zeidenstein

Department Chair Responsibilities for fundraising and development

Developing relationships with Alumni

How to best “work with” the Development Office

2:45 – 3:30 Presentation by Carol Quillen

Overall Expectations of Department Chairs

Main Responsibilities

How are Chairs Supported

How are Chairs Evaluated

How to best “work with” the Provost Office

3:30 – 3:45 Presentation by David Leebron

The importance of a Department Chair from the President’s perspective.

How to best “work with” the President’s Office

3:45 – 4:00 Evaluation of Orientation Program