Orientation for New Department Chairs  
February 8, 2010  
M2 (Formerly 352), Adelbert Hall

Objectives

• Increase knowledge of CWRU, its personnel and financial systems, and university resources
• Clarify the role of the department chair at CWRU and what is necessary to function effectively in the position
• Enhance academic leadership skills and gain practical skills in the day-to-day management of the department
• Enhance network of contacts within the university for ongoing problem solving, support and information sharing.

AGENDA

12:00 – 12:30 Welcome and Overview of the University’s Personnel, Information, and Decision Flows  
W.A. “Bud” Baeslack III, Provost and Executive Vice President

12:30– 12:45 Leading as a Department Chair  
Diana Bilimoria, Professor, Organizational Behavior

12:45 – 1:10 Compliance/Legal Issues: What Department Chairs Must Know  
Jeanine Arden Ornt, University Attorney

1:10 – 1:20 BREAK

1:20 – 1:45 Common HR Issues and Mistakes  
Carolyn Gregory, Vice President, Human Resources

1:45 – 2:30 Chairs’ Panel Discussion  
Mary Davis, Chair, Music  
Fred Collopy, Chair, Information Systems  
Jeff Duerk, Chair, Biomedical Engineering