Orientation for New Department Chairs
August 20, 2011
Room M3, 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 Thoughts on Department Chair Leadership
W.A. “Bud” Baeslack III, Provost and Executive Vice President

12:30-1:00 Overview of the University’s Personnel, Information, and Decision Flows
Lynn Singer, Deputy Provost and Vice President for Academic Programs

1:00 – 1:50 Chairs’ Panel Discussion: Things I Would Have Liked to Know When I Started as Chair
Mary Barkley, Chair, Chemistry

1:50 – 2:00 BREAK

2:00 – 2:40 Common HR Issues and Mistakes
Marcia Beasley, Assistant Vice President, Human Resources

2:40– 3:00 Leading as a Department Chair
Diana Bilimoria, Professor, Organizational Behavior

Department Chairs and Academic Leadership Website:
http://www.case.edu/provost/dcal/dcalindex.html