Orientation for New Department Chairs
August 19, 2013
12:00-3:00
Adelbert Hall, M3

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 TBD

1:50 – 2:00 BREAK

2:00 – 2:40 Common HR Issues and Mistakes Carolyn Gregory, Vice President, Human Resources

2:40– 3:00 Leading Your Department Diana Bilimoria, Professor, Organizational Behavior