

Department Chair Lunch Series 2007-2008

Goal: To acquaint Department Chairs with the broad scope of their roles and responsibilities, to direct them to the most critical tools and resources they need to be quickly successful, and to create community within the group.

Session Number, Date & Location:	Topic/Theme:	Goal/Outcome:	Description:
Fall Department Chair Workshop <ul style="list-style-type: none"> • October 10, 2007 • Alumni Room, University Center 			Agenda: <ul style="list-style-type: none"> • Welcome & Brief AHR Staff Introductions • Faculty Salary Scales & the Academic Personnel Review Process • BiobibNet Update • Conflict of Commitment (APM 025)/Required Briefings • New, Pending & Upcoming Campus & Systemwide Personnel Policies • Academic Leaves • Delegation of Authority Chart • Upcoming Workshops
Session 1 <ul style="list-style-type: none"> • November 16, 2007 • Bay Tree Conference Room D 	<i>Budgets, Funding & Resource Management</i>	To review the Department Chair's fiscal responsibilities and discuss the tools, techniques & resources available for managing them efficiently	This session is designed to help Department Chairs navigate the world of creating & managing academic programs, requesting funding and managing department resources responsibly.
Session 2 <ul style="list-style-type: none"> • December 5, 2007 • Bay Tree Conference Room D 	<i>Your Role in Promoting Faculty Success and Effectiveness</i>	To define the Department Chair's role & responsibilities in helping faculty succeed and grow at UCSC	Department Chairs play a vital role in developing new faculty and helping existing faculty enhance their effectiveness at UCSC. The session addresses: <ul style="list-style-type: none"> • The performance counseling process • How to create mentoring relationships

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Session 3 <ul style="list-style-type: none"> • February 21, 2008 • Bay Tree Conference Room D 	<i>Academic Leaves Update</i>	To keep Department Chairs apprised of changes to academic leave policies and demonstrate the tools available for utilizing them	During this session a Senior Analyst from the Academic Personnel Office will discuss recent changes in leave policies and new leave toolkit resources for academics with Department Chairs. Attendees will have plenty of opportunities to ask questions and become familiar with the latest developments.
Session 4 <ul style="list-style-type: none"> • June 6, 2008 • Social Sciences 1, Room 261 	<i>TBA</i>		