Academic Administrators Leadership Seminars
HR Building 903 West University Avenue, Room 120
(3.5 blocks from intersection of University Avenue & NW 13th Street)
campuscab@ufl.edu or 352-392-7433 1 hr. in advance
Orange, Blue & Official Business decals allowed behind HR Building.

This is the first of a series of half day seminars designed to bring together department chairs, directors and associate deans in a learning experience that enhances their careers and productivity.

Part I: Overview of Basic Management
Wednesday, September 16, 2015, 8:30– 2:00pm

8:30   Registration and Breakfast

8:45   Welcome by Joseph Glover, Provost and Sr. Vice President for Academic Affairs

8:50   “Department Chairs Wear Many Hats”
       Angel Kwolek-Folland, Associate Provost for Academic and Faculty Affairs

10:00  Break

10:15  “Legal Tips: What Every Department Chair and Director Should Know”, Ryan Fuller, Sr. University Counsel for Human Resources, Employment and Labor, UF General Counsel’s Office

11:15  “University Budget and Fiscal Accountability”, Sheri Austin, Assistant VP, Director of University Budgets and Greg Dubois, Assistant VP, Director Finance and Planning

12:15  Lunch

1:00   “Privacy and Security”, Susan Blair, Chief Privacy Officer, and Cheryl Granto, Information Security Manager
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**Part II: IPR, Faculty Evaluations, Office of Research, HR Topics, UF Government Relations**
Monday, October 12, 2015, 8:30am – 2:00pm

8:30   Registration and Breakfast

8:35   Welcome by Angel Kwolek-Folland, Associate Provost for Academic and Faculty Affairs.

8:45   “Information Available through the Office of Institutional Planning and Research (IPR)”, Marie Zeglen, Assistant Provost and Director of IPR.

9:30   “Faculty Evaluations: A Roadmap for Chairs”, Angel Kwolek-Folland, Associate Provost for Academic and Faculty Affairs.

10:20  Break

10:30  “Office of Research, Contracts and Grants”, David Norton, Vice President for Research, UF Office of Research.

11:30  Lunch

12:20  “HR topics: Hire Process and Diversity, Leadership Training, Nepotism Management, and Dual Career Program” Melissa Curry, Director of Recruitment and Staffing, UF HR Office.

1:25   “University and Government Relations”, Janine Sikes, Assistant Vice President, Media Relations and Public Affairs.
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Part III: Students in Distress, Offer Letters, HR Topics, UF Ombuds Office  
Thursday, November 19, 2015, 8:30am – 1:30pm

8:30  Registration and Breakfast

8:35  Welcome by Angel Kwolek-Folland, Associate Provost for Academic and Faculty Affairs

8:40  “Helping Students in Distress: a Faculty and Staff Resource Guide”  
Meggen Sixbey, Clinical Assistant Professor, UF Counseling and Wellness Center


10:15  Break

10:30  “Classification, Compensation, and Benefit Issues”, Brent Goodman, Associate Director, UF HR Office

11:30  Lunch

12:30  “Student Concerns, Complaints and Issues” Ron Anderson, UF Ombuds, UF Office of the Ombuds.
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This is the fourth of a series of seminars designed to bring together department chairs, directors and associate deans in a learning experience that enhances their careers and productivity.

Part IV: Conflict Resolution
Monday, February 15, 2016, 8:30-11:30am

8:30  Registration and Breakfast

8:45  Welcome by Angel Kwolek-Folland, Associate Provost for Academic and Faculty Affairs

9:00  “Conflict Resolution”
      Chris Loschiavo, Associate Dean of Students and Director of Student Conduct and Conflict Resolution

10:30  Break

10:40  Case Discussions

11:30  Conclusion