UF | **UNIVERSITY of FLORIDA**
The Foundation for The Gator Nation

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.

These is 3 seminars are designed to bring together new department chairs, directors and associate deans for an overview of leadership, management, and regulatory issues important to their units. Please contact PVFA@aa.ufl.edu to sign up.

Monday September 18th 8:30 a.m. – 12:00 p.m.

8:30   Registration and Breakfast

8:45   "Overview: Department Chairs Wear Many Hats"
Angel Kwolek-Folland, Associate Provost for Academic and Faculty Affairs

9:00   "University Budget and Fiscal Accountability," Mike McKee, Chief Financial Officer for UF

9:45   Break

10:00   "Hiring Process, Classification, Compensation and Benefit Issues," Melissa Curry and Brent Goodman,
UF HR Office

10:45   Break

11:00   "Faculty Evaluations: A Roadmap for Chairs," Angel Kwolek-Folland, Associate Provost for Academic
and Faculty Affairs

Thursday, October 12th 1:30 - 5:00

1:30   Introductions

1:45   "Information Available through the Office of Institutional Planning and Research (IPR)," Cathy Lebo,
Assistant Provost and Director, OIPR

2:30   Break

2:45   "Legal Tips: What Every Department Chair and Director Should Know," Ryan Fuller, Senior University Counsel for Human Resources, Employment and Labor, UF General Counsel's Office

3:30   Break

3:45   "Nominating Faculty for Awards," David Reed, Provost Fellow and Professor FLMNH

4:15   " Student Concerns, Complaints and Issues," Ron Anderson, UF Ombuds, UF Office of the Ombuds

5:00   Concluding Remarks

Friday, February 9, 2018

8:30   Breakfast

8:45   Case Studies Discussion – with Brook Mercier, Director, Employee Relations and Angel Kwolek-Folland, Associate Provost for Academic and Faculty Affairs

10:00 Break

10:15 "UF Government Relations: How We Advocate for UF in Tallahassee," Jane Adams, Vice President, UF University Relations