

NEW DEPARTMENT CHAIRS ORIENTATION

ORANGE GROVE BISTRO

Thursday, August 15, 2019

Presenters:

James Mackin, Interim Associate Vice President, Faculty Affairs
Diane Stephens, Associate Vice President, Academic Resources and Planning
Callie Juarez, Interim Director, Academic Budget Management
Laurie Gold-Brubaker, Associate Director, Benefits Administration and Workers Compensation
Michelle Kilmnick, Interim Director, Faculty Affairs
Carmen Lichtscheidl, Senior Academic Personnel Analyst, Faculty Affairs
Deborah Heisley, Chair, Department of Marketing
Damian Christian, Chair, Department of Physics and Astronomy
Kevin Krzewinski, Senior Director of Information Systems, Information Security Officer
Julie Pearce, Director, University Counseling Services
Barrett Morris, Director, Office of Equity and Diversity
Scott VanScoy, Captain, Special Services, Department of Police Services
Zeina Otaky-Ramirez, Interim Conduct Administrator
Stella Theodoulou, Special Assistant to the President and Provost
Dan Hosken, Dean, College of Arts, Media, and Communication
Chandra Subramaniam, Dean, David Nazarian College of Business and Economics

- 8:30 CONTINENTAL BREAKFAST AND INTRODUCTIONS** – James Mackin
- 9:00 DEPARTMENT BUDGET OVERVIEW** – Tools and Resources – Diane Stephens and Callie Juarez
- 9:30 DEPARTMENT BUDGET OVERVIEW** – Budget Tutorial and Schedule of Classes - Diane Stephens and Callie Juarez
- 10:00 BREAK**
- 10:10 DEPARTMENT MANAGEMENT [1] – STAFF MATTERS** – Laurie Gold-Brubaker
- 10:30 DEPARTMENT MANAGEMENT [2] – FACULTY PROCESSES** – Carmen Lichtscheidl, Michelle Kilmnick
- 11:30 THINGS I WISH I HAD KNOWN AS A NEW DEPARTMENT CHAIR** – Deborah Heisley, Damian Christian
- 12:00 LUNCH** – President Dianne F. Harrison and Cabinet
- 1:00 INFORMATION SECURITY AND FACULTY TECHNOLOGY CENTER** –Kevin Krzewinski
- 1:30 MANDATED REPORTING AND DIFFICULT SITUATIONS** – Julie Pearce, Scott VanScoy, Barrett Morris, Zeina Otaky-Ramirez
- 2:15 BREAK**
- 2:30 ADVICE FROM PROVOST AND DEANS**
Stella Theodoulou, Dan Hosken, Chandra Subramaniam
- 3:00 WRAP UP** – James Mackin

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Friday, August 16, 2019

Presenters:

James Mackin, Interim Associate Interim Vice President, Faculty Affairs

Albert Alcazar, Academic Personnel Analyst, Faculty Affairs

Michelle Kilmnick, Interim Director, Faculty Affairs

Iliana Carvajal, Interim Academic Personnel Analyst, Faculty Affairs

Joe Medina, Manager, Academic Personnel and Payroll Operations

Nazaret Dermendjian, Department Chair, Civil Engineering and Construction Management, and
Chair of the Council of Chairs

8:30 BREAKFAST

9:00 LECTURER MATTERS – ENTITLEMENTS, ORDER OF ASSIGNMENT, CBA CONTRACT –Albert Alcazar

9:50 RANGE ELEVATION – Michelle Kilmnick, Iliana Carvajal, Joe Medina

10:15 BREAK

10:30 RETENTION, TENURE, AND PROMOTION (RTP) AND THE DEPARTMENT CHAIR’S ROLE – James Mackin, Nazaret Dermendjian

11:00 GRIEVANCES, DISCIPLINES, REPRIMANDS, EXPECTATION MEMOS – James Mackin, Michelle Kilmnick

12:00 WRAP UP – James Mackin