

NEW DEPARTMENT CHAIRS ORIENTATION

AGENDA

THURSDAY, AUGUST 17, 2023

University Student Union (USU)
Thousand Oaks Room (Second Floor)

- 8:15 am** **Breakfast**
- 8:45 am** **WELCOME AND INTRODUCTIONS**
Diane Guido, Associate Vice President for Faculty Affairs
- 9:00 am** **DEPARTMENT BUDGET OVERVIEW: TOOLS AND RESOURCES**
Callie A. Juarez, Director, Academic Budget Management
Diane S. Stephens, Associate Vice President for Academic Resource and Planning
- 10:15 am** **Break**
- 10:30 am** **DEPARTMENT CHAIR APPOINTMENTS AND LECTURER MATTERS: ENTITLEMENTS AND ORDER OF ASSIGNMENT**
Albert Alcazar, Academic Personnel Analyst
Michelle Kilmnick, Director of Faculty Affairs
- 11:45 am** **BREAK FOR LUNCH AND LEG STRETCH**
- 1:00 pm** **NUTS and BOLTS: FACULTY LEAVES, AND ADDITIONAL PAY**
Michelle Kilmnick, Director of Faculty Affairs
Albert Alcazar, Academic Personnel Analyst
Letty Vargas, Academic Personnel Analyst
- 2:00 pm** **THINGS I WISH I HAD KNOWN AS A NEW DEPARTMENT CHAIR**
Jeffrey Auerbach, Department Chair, History
Bethany Rainisch, Department Chair, Health Sciences
Stephanie Bluestein, Department Chair, Journalism
- 3:00 pm** **Q&A WITH PROVOST**
Meera Komarraju, Provost and Vice President for Academic Affairs
- 4:00 pm** **WRAP UP**

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FRIDAY, AUGUST 18, 2023

University Student Union (USU)
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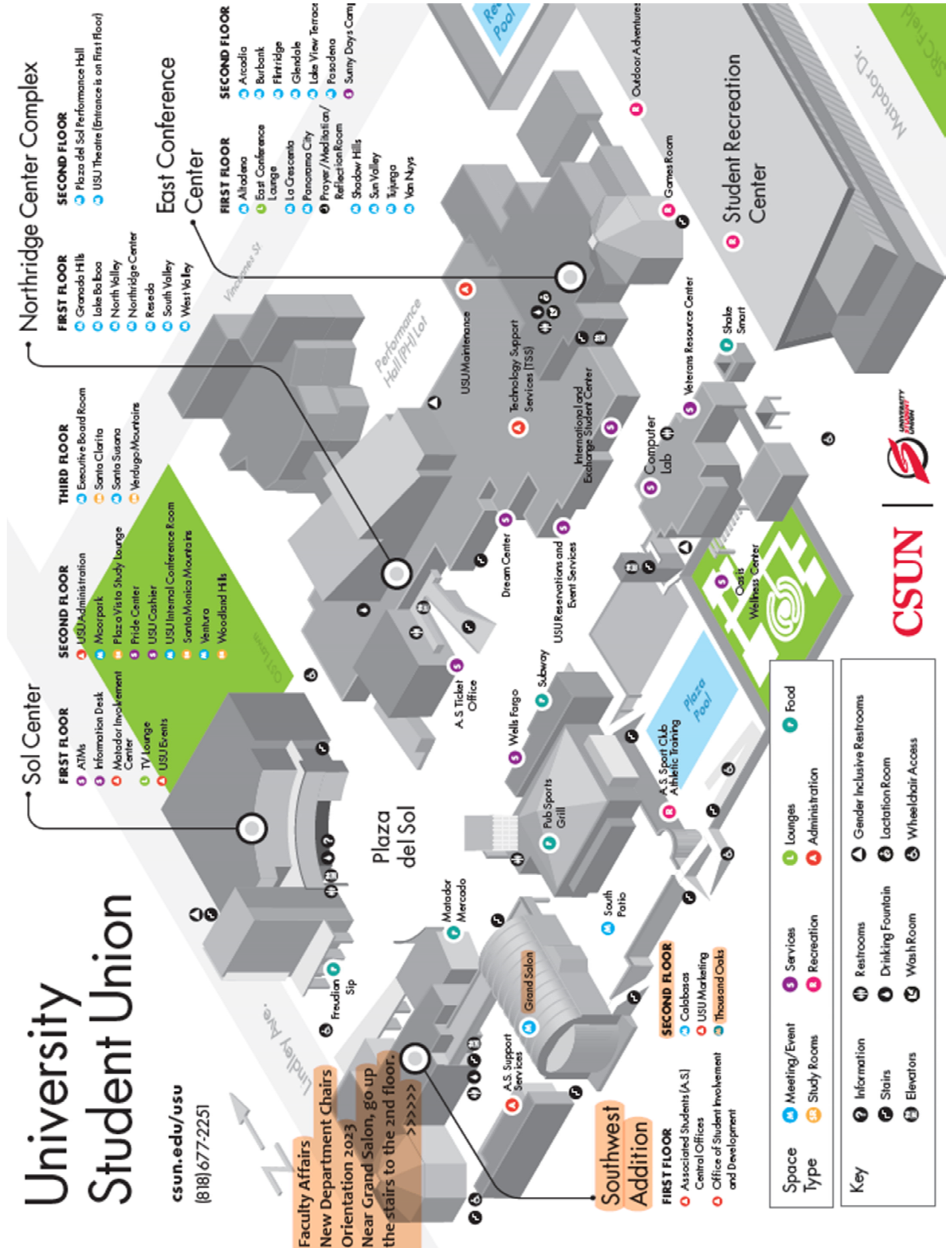
- 8:15 am** **Breakfast**
- 8:45 am** **Welcome, Informal Q&A**
- 9:00 am** **MANDATED REPORTING AND DIFFICULT SITUATIONS**
Mark Benavidez, Deputy Chief, Police Services
Olivia Soofi, Deputy Director, Equity and Compliance
Kevin Velez, CARE and Conduct Coordinator, Student Affairs
Anne Eipe, Assistant Director, University Counseling Services
- 10:00 am** **RETENTION, TENURE, AND PROMOTION (RTP) AND THE DEPARTMENT CHAIR'S ROLE**
Diane Guido, Associate Vice President for Faculty Affairs
Deb Heisley, Chair, Department of Marketing; Chair of the Council of Chairs
- 11:00 am** **ESSENTIAL DATA FOR CHAIRS**
Janet Oh, Senior Director, Institutional Research
Holli Tonyan, Associate Director of Academic Analytics, Institutional Research
- Noon** **Lunch with Deans and Associate Deans**
- 1:00** **Deans Panel: THINGS WE WISH NEW DEPARTMENT CHAIRS KNEW**
Dan Hosken, Dean, Mike Curb College of Arts, Media, and Communication
Jeffrey Reeder, Dean, College of Humanities
Yan Searcy, Dean, College of Social and Behavioral Sciences
- 2:00** **FACULTY DISCIPLINE AND GRIEVANCES**
Diane Guido, Associate Vice President, Faculty Affairs
Michelle Kilmnick, Director, Faculty Affairs
- 3:00** **WRAP UP**

University Student Union

csun.edu/usu
(818) 677-2251

Faculty Affairs
New Department Chairs
Orientation 2023
Near Grand Salon, go up
the stairs to the 2nd floor.

Southwest Addition



- Northridge Center Complex**
- FIRST FLOOR**
 - Granada Hills
 - Lake Ba Boo
 - North Valley
 - Northridge Center
 - Reseda
 - South Valley
 - West Valley
 - SECOND FLOOR**
 - Plaza del Sol Performance Hall
 - USU Theatre (Entrance is on First Floor)

- East Conference Center**
- FIRST FLOOR**
 - Altadena
 - East Conference Lounge
 - Lo Crescenta
 - Panorama City
 - Prayer/Meditation/Reflection Room
 - Shadow Hills
 - Sun Valley
 - Tujunga
 - Van Nuys
 - SECOND FLOOR**
 - Arcadia
 - Burbank
 - Flintridge
 - Glendale
 - Lake View Terrace
 - Pasadena
 - Sunny Days Court

- Sol Center**
- FIRST FLOOR**
 - ATMs
 - Information Desk
 - Matador Involvement Center
 - TV Lounge
 - USU Events
 - SECOND FLOOR**
 - USU Administration
 - Meorpark
 - Plaza Vista Study Lounge
 - Pride Center
 - USU Cashier
 - USU Internal Conference Room
 - Santa Monica Mountains
 - Ventura
 - Woodland Hills
 - THIRD FLOOR**
 - Executive Board Room
 - Santa Clarita
 - Santa Susana
 - Verdugo Mountains

- Southwest Addition**
- FIRST FLOOR**
 - Associated Students (A.S.) Central Offices
 - Office of Student Involvement and Development
 - SECOND FLOOR**
 - Calabasas
 - USU Marketing
 - Thousand Oaks

Space Type	Meeting/Event	Study Rooms	Services	Recreation	Food
Information	Restrooms	Administration	Food		
Stairs	Drinking Fountain	Gender Inclusive Restrooms			
Elevators	WashRoom	Lactation Room			
		Wheelchair Access			

