NEW DEPARTMENT CHAIRS ORIENTATION

Thursday, August 2, 2018
Faculty Commons Room 304, GSU College of Law

8:30 - 8:45 am  Registration, continental breakfast

8:45 - 9:15 am  Welcome and Introductions
Kavita Pandit, Associate Provost for Faculty Affairs

9:15 – 9:45 am  Roles and Responsibilities of Department Chairs
Risa Palm, Senior VP for Academic Affairs and Provost

9:45 - 10:30 am  Budgeting and Finance
Chip Hill, Assistant Provost for Administrative Operations

10:30 – 10:45 am  Break

10:45 – 11:30 am  Faculty Hiring and Mentoring
Kathryn McClymond, Associate Dean, College of Arts and Sciences

11:45 – 12:30 pm  Legal Issues
Kerry Heyward, University Attorney

12:30 - 1:15 pm  Lunch

12:45 - 1:30 pm  Promotion and Tenure Processes
Kavita Pandit and CCC

1:30 - 3:00 pm  Interactive Activities
•  Scenario (working with staff)
•  Role Play (difficult conversations)

3:00 - 3:15 pm  Break
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:15pm - 4:00 pm</td>
<td><strong>Time Management and Wrap up</strong>&lt;br&gt;Kavita Pandit</td>
</tr>
<tr>
<td>4:00-5:00 pm</td>
<td><strong>Social Hour</strong></td>
</tr>
</tbody>
</table>