

Academic Administrators Training Schedule – 2016
Dunn Conference Room, 2nd Floor McCain, Thursdays, 3:00 – 5:00
July 7 – October 13, 2016

Session 1 – July 7, 2016

3:00 – 3:30 Opening Statements
3:30 – 4:30 Departmental Governance

Dr. Judy Bonner, Provost and Executive Vice President
Dr. Julia Hodges, Executive Associate Vice President for
Academic Affairs

Session 2 – July 14, 2016

3:00 – 3:45 Curriculum Development

3:45 – 4:45 Master Schedule

Dana Franz, Chairman of University Committee on Courses
and Curricula
Emily Owen, Coordinator Curriculum and Scheduling

Session 3 – July 21, 2016

3:00 – 4:00 Budget
4:00 – 4:30 Work/Life Balance Committee

Kevin Edelblute, Controller and Treasurer
Melanie Honeycutt, Committee on Work/Life Balance

Session 4 – July 28, 2016

3:00 – 4:00 Office Management

4:00 – 4:20 Leave Policy
4:20 – 5:00 Staff Compensation

Julia Hodges, Associate Vice President for Academic
Affairs
Judy Spencer, Chief Human Resources Officer
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Session 5 – August 4, 2016

3:00 – 4:15 Promotion & Tenure

4:15 – 5:00 Procurements and Travel

Dr. Scott Roberts, University Promotion and Tenure
Committee
Don Buffum, Director of Procurements and Contracts

Session 6 – August 11, 2016

3:00 – 3:45 Recruiting, Hiring, and Retaining Faculty and Staff

Judy Spencer, Chief Human Resources Officer

3:45 – 5:00 Search Committees, Diversity and Inclusion

Stephen Green, Senior Human Resources Generalist,

Session 7 – August 18, 2016

3:00 – 3:40 Behavioral Intervention Team, University Crisis

Thomas Bourgeois, Dean of Students

3:45 – 4:45 Grievances, Conflicts of Interest, Disciplinary
Actions, Outside Employment

Judy Spencer, Chief Human Resources Officer,
and Peter Ryan, Associate Provost for Academic Affairs

Session 8 – August 25, 2016

3:00 – 4:00 Title IX

Brett Harvey, Title IX Coordinator

4:00 – 4:30 University Compliance

Joy Graves, University Compliance Officer

Session 9 – September 1, 2016

3:00 – 4:00 Strategic Planning

Jim West, Dean of Architecture, Art, and Design

4:00 – 4:45 Negotiating

Allison Pearson, Giles Distinguished Professor of
Management

Session 10 –September 8, 2016

3:00 – 3:45 Overview of Campus Centers, Facilitating Research

Teresa Gammill, Associate Vice President for Research

3:45 – 4:30 Proposal Writing and Grant Management

Jennifer Easley, Director of Sponsored Programs
Administration

Session 11 – September 15, 2016

3:00 – 5:00 Communication in Difficult Situations

Wanda McCallum

Session 12 –September 22, 2016

3:00 – 4:15 Internal Audit

Jordan Ramsey, Associate Director of Internal Audit

4:15 – 4:45 Faculty Development

Dr. Jim Dunne, Interim Director, Center for Teaching and
Learning

Session 13 – September 29, 2016

3:00 – 3:45	Fundraising	Jack McCarty, Executive Director of Development
3:45 – 4:15	Research Compliance – IRB, IACUC, FCOI and RCR	Kacey Strickland, Director of Regulatory Compliance and Safety
4:15 – 5:00	Institutional Research and Effectiveness	Tim Chamblee, Director of Office of Institutional Research And Effectiveness

October 6, 2016 – NO SESSION

Session 14 – October 13, 2016

3:00 Panel Discussion

Judy Bonner, Provost and Executive Vice President; Joan Lucas, General Counsel; Thomas Bourgeois, Dean of Students; Judy Spencer, Chief Human Resources Officer

(Open session for questions from participants; possible discussion items: Privacy [students, faculty, staff], Remediation/Firing, Discrimination/Harassment, Annual Evaluations, Title IX, ADA Compliance, Personnel Records)