

Academic Administrators Training Schedule
Thursdays, 3:00 – 5:00
Dunn Conference Room, McCain Engineering Building

Session 1 – July 6, 2017

3:00 – 4:30 Departmental Governance

Dr. Julia Hodges, Executive Associate Vice President

Session 2 – July 13, 2017

3:00 – 3:45 Curriculum Development

Dr. Dana Franz, Chairman of University Committee on Courses and Curricula

3:45 – 4:45 Master Schedule

Dr. Emily Owen, Coordinator Curriculum and Scheduling

Session 3 – July 20, 2017

3:00 – 4:15 Budget

Kevin Edelblute, Controller and Treasurer

4:15 – 5:00 Procurements and Travel

Don Buffum, Director of Procurements and Contracts

Session 4 – July 27, 2017

3:00 – 4:00 Office Management

Dr. Julia Hodges, Executive Associate Vice President

4:00 – 4:20 Leave Policy

Judy Spencer, Chief Human Resources Officer

4:20 – 5:00 Staff Compensation

Judy Spencer, Chief Human Resources Officer

Session 5 – August 3, 2017

3:00 – 4:30 Promotion & Tenure

Dr. Scott Roberts, University P&T Committee

4:30 – 5:00 Fundraising

Jack McCarty, Executive Director of Development

Session 6 – August 10, 2017

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 17, 2017

3:00 – 3:45 Behavioral Intervention Team, University Crisis
3:45 – 4:45 Grievances, Conflicts of Interest, Disciplinary
Actions, Outside Employment
Affairs

Dr. Thomas Bourgeois, Dean of Students
Judy Spencer, Chief Human Resources Officer,
and Dr. Peter Ryan, Associate Provost for Academic

Session 8 – August 24, 2017

3:00 – 4:00 Title IX
4:00 – 4:30 University Compliance
4:30 – 5:00 Faculty Development

Brett Harvey, Title IX Coordinator
Joy Graves, University Compliance Officer
Dr. Jim Dunne, Center for Teaching and Learning

Session 9 – August 31, 2017

3:00 – 5:00 Communication in Difficult Situations

Wanda McCallum

Session 10 – September 7, 2017

3:00 – 4:15 Internal Audit

4:15 – 5:00 Institutional Research and Effectiveness

Lesia Ervin, Director and Jordan Ramsey, Associate
Director, Internal Audit
Dr. Tim Chamblee, Director of Office of Institutional
Research And Effectiveness

Session 11 – September 14, 2017

3:00 – 3:45 Overview of Campus Centers, Facilitating Research
3:45 – 4:30 Proposal Writing and Grant Management

4:30– 5:00 Research Compliance – IRB, IACUC,

Dr. Teresa Gammill, Associate Vice President for Research
Jennifer Easley, Director of Sponsored Programs
Administration
Kacey Strickland, Director of Regulatory Compliance and
FCOI and RCR