

Academic Administrators Training Schedule – 2012

339 McCool, Thursdays 3:00 – 5:00

July 19 – October 25

Session 1 – July 19

3:00	Meet Your University	Jerry Gilbert, Provost and Executive Vice President
3:20	Budget	Kevin Edelblute, Controller and Treasurer
4:05	Procurements & Travel	Don Buffum, Director of Procurements and Contracts

Session 2 – July 26

3:00	Departmental Governance	Julia Hodges, Associate Vice President for Administrative Services
3:45	Grievances, Complaints, Conflicts of Interest, Disciplinary Actions	Judy Spencer, Director of Human Resources Management; Peter Ryan, Associate Provost

Session 3 – August 2

3:00	Promotion and Tenure, Post-Tenure Review	Peter Ryan, Associate Provost
4:00	Annual Evaluations	Steve Turner, Head of Department of Agricultural Economics

Session 4 – August 9

3:00	Recruiting, Hiring, and Retaining Faculty and Staff	Judy Spencer, Director of Human Resources Management
3:30	Diversity and Inclusion	Tommy Stevenson, Director of Diversity and Equity Program
4:00	Search Committees	Stephen Green, Human Resources Generalist; NaToya Hill, Office of Diversity and Equity Program; Greg Hunley, Office of Diversity and Equity Program

Session 5 – August 16

3:00	Office Management (Managing Staff)	Julia Hodges, Associate Vice President for Administrative Services
3:45	Leave Policy	Judy Spencer, Director of Human Resources Management
4:00	Staff Compensation	Judy Spencer, Director of Human Resources Management

Session 6 – August 23

3:00	Overview of Research Centers	Ray Vaughn, Associate Vice President for Research
3:30	Facilitating Faculty Research	Ray Vaughn, Associate Vice President for Research
4:00	Proposal Writing and Grant Management	Richard Swann, Director of Sponsored Program Administration
4:45	IRB Approvals	Kacey Strickland, Director of Regulatory Compliance and Safety, or Jodi Roberts, IRB Officer

Session 7 – August 30

3:00	Fundraising	Jack McCarty, Executive Director of Development
3:45	Campus Operations and Facilities Management	Amy Tuck, Vice President for Campus Services
4:15	Master Class Schedule	Amy Adkerson, Curriculum and Scheduling Specialist in Registrar's Office

Session 8 – September 6

3:00	Strategic Planning	Jim West, Dean of College of Architecture, Art, and Design
4:00	Negotiating	Allison Pearson, Giles Distinguished Professor of Management and Information Systems

Session 9 – September 13

- | | | |
|------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3:00 | Student Advising | Sarah Lee, Director of Undergraduate Studies in Computer Science and Engineering; Ed Allen, Graduate Coordinator of Computer Science and Engineering |
| 3:30 | Curriculum Development | Angi Bourgeois, Chairman of University Committee on Courses and Curricula |
| 4:00 | Behavioral Intervention Team, University Crisis Plan, Maroon Alert System | Thomas Bourgeois, Dean of Students |

Session 10 – September 20

- | | | |
|------|-------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 3:00 | Faculty Credentials Systems, Reports Available through OIRE | Tim Chamblee, Director of Office of Institutional Research and Effectiveness (OIRE) |
| 3:45 | Faculty Development | Linda Morse, Director of Center for Teaching and Learning |
| 4:15 | Work/Life Balance | Nicole Rader and Jamie Runnels, Committee on Work/Life Balance |

Session 11 – September 27

- | | | |
|------|----------------------------------------------------------------------------------|------------------------------------------|
| 3:00 | Internal Audit (Ethicspoint, Whistleblower, and Other Aspects of Internal Audit) | Lesia Bryant, Director of Internal Audit |
|------|----------------------------------------------------------------------------------|------------------------------------------|

Session 12 – October 11 (October 4 is fall break)

- | | | |
|------|---------------------------------------|----------------------------------------------------------|
| 3:00 | Communication in Difficult Situations | Wanda McCallum, Professional Speaker, Trainer, and Coach |
|------|---------------------------------------|----------------------------------------------------------|

Session 13 – October 18

- | | | |
|------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3:00 | Panel Discussion | Joan Lucas, General Counsel; Greg Dunaway, Interim Dean of College of Arts and Sciences; Richard Blackburn, Dean of College of Education; Judy Spencer, Director of Human Resources Management |
|------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- (Open session for questions from participants; possible discussion items: Privacy [students, faculty, staff], Remediation/Firing, Discrimination/Harassment, Annual Evaluations, ADA Compliance, Personnel Records)