SESSION 1: Monday, September 27, 2021, 8:30 am - 12:00 pm  
In Person: Georgia Center, Room Q  
**Topic: Leadership and the Role of Department Head**  
Pre-Session Reading: *The College Administrator's Survival Guide*, Introduction, Chapter 1: Embrace Your Fate, and Chapter 2: Know Your Colleagues  
8:30  Continental Breakfast  
9:00  Insights into the Role of Department Head at UGA (*Provost Jack Hu*)  
9:15  Introductions (*Mary Carney*)  
9:30  Administrative Resources (*Mary Carney*)  
9:45  Break  
10:00  “What Does It Mean to Be a Department Head?” Panel  
11:00  “Embracing Your Fate”: Your Leadership Identity (*Elizabeth Weeks*)  
11:45  Wrap up & Look Ahead (*Elizabeth Weeks & Mary Carney*)  
12:00  Lunch (box lunch to eat in or take away)

SESSION 2: Thursday, October 7, 2021, 9:00 – 10:30 am  
Via Zoom: Link will be emailed  
**Topics: Student Concerns, Emergencies, and Safety**  
9:00  Welcome  
9:05  Student Concerns & Case Studies (*Carrie Smith*)  
10:05  Emergency Preparedness (*John Newton*)  
10:15  Campus Health (*Brandy Burgess & John McCollum*)  
10:30  Conclude

SESSION 3: Tuesday, October 12, 2021, 8:30 am - 12:00 pm  
In Person: Georgia Center, Room Q  
**Topics: Legal Issues, Human Resources, and Conflict Management**  
Pre-Session Reading: *The College Administrator's Survival Guide*, Chapter 6: When Not to Improvise & Chapter 7: Violations  
8:30  Continental Breakfast  
9:00  Welcome & Introduction (*Elizabeth Weeks & Mary Carney*)  
9:05  Legal Issues (*S. Elizabeth (Beth) Bailey & Qiana Wilson*)  
9:50  Legal Issues Interactive Session (*S. Elizabeth (Beth) Bailey & Qiana Wilson*)  
10:30  Break
10:45  Introduction to Human Resources & Conflict Management Case Studies (Sige Burden)
11:30  Gunsalus’s Tips for “An Ounce of Prevention” (Elizabeth Weeks & Mary Carney)
11:45  Wrap up & Look Ahead (Elizabeth Weeks & Mary Carney)
12:00  Lunch (box lunch to eat in or take away)

SESSION 4: Monday, October 25, 2021, 1:30 – 3:00 pm
Via Zoom: Link will be emailed
Topics: Faculty Searches, Hiring, and Negotiations
Pre-Session Reading: The College Administrator’s Survival Guide, Chapter 3: Negotiations
1:30  Welcome
1:35  Faculty Searches & Hiring (Elizabeth Weeks & Carly Surratt)
2:05  Negotiating Offer Letters Panel & Interactive Breakout Session
3:00  Conclude

SESSION 5: Monday, November 1, 2021, 9:00-10:30 am
Via Zoom: Link will be emailed
Topic: Financial Management
9:00  Welcome
9:05  Budget Management for Department Heads (Toni Rogers)
9:35  Strategic Financial Management Panel
10:30  Conclude

SESSION 6: Friday, November 19, 2021, 8:30 am - 12:00 pm
In Person: Georgia Center, Room Q
Topics: Promotion & Tenure and Faculty Evaluations
Pre-Session Reading: The College Administrator’s Survival Guide, Chapter 4: Complaints
8:30  Continental Breakfast
9:00  USG & UGA Policies about Personnel (Elizabeth Weeks)
9:15  Promotion & Tenure Policies & Practice (Elizabeth Weeks)
10:00  Break
10:15  Introduction to Faculty Evaluations (Elizabeth Weeks)
10:30  Performance Evaluations and Faculty Mentoring Panel
11:30  Performance Evaluations and Faculty Development Interactive Session
11:55  Wrap up & look ahead (Elizabeth Weeks & Mary Carney)
12:00  Lunch (box lunch to eat in or take away)
SESSION 7: Wednesday, January 19, 2022, 9:00 – 10:30 am
Via Zoom: Link will be emailed
Topics: The Diversity Imperative: What it Means to Promote DEI as an Institutional Leader
Pre-Session Reading: The College Administrator’s Survival Guide, Chapter 5: Bullies and Handout from The Department Chair as Transformative Diversity Leader: Building Inclusive Learning Environments in Higher Education
(1) Exercise 1.1 Chair Diversity Self-Assessment Profile (in Chapter 1: Prelude)
(2) Chapter 2: Retooling the Educational Playing Field
(3) Chapter 5: The Chair’s Leadership Role in Formal and Informal Organizational Processes
(These readings will be emailed)
9:00 Welcome (Elizabeth Weeks & Mary Carney)
9:05 The Diversity Imperative: What it Means to Promote DEI as an Institutional Leader (Michelle Garfield Cook & Nontalie Morrow)
10:25 Wrap up & look ahead (Elizabeth Weeks & Mary Carney)

SESSION 8: Wednesday, February 2, 2022, 11:30 am – 1:00 pm
Via Zoom: Link will be emailed
Topics: Mentoring Across Differences
11:30 Welcome (Elizabeth Weeks & Mary Carney)
11:35 Mentoring Across Differences (Shu-Mei Chang & Janette R. Hill)
12:55 Wrap up & look ahead (Elizabeth Weeks & Mary Carney)

SESSION 9: Friday, February 25, 2022, 8:30 am - 12:00 pm
In Person: Georgia Center, Room FG
Topics: Decision Making, Data Resources, and Institutional Reporting
Pre-Session Reading: The College Administrator’s Survival Guide, Chapter 8: Centering
8:30 Continental Breakfast
9:00 Welcome (Elizabeth Weeks & Mary Carney)
9:15 Elements and Faculty Records for Leaders (Elizabeth Weeks & Carly Surratt)
10:15 Break
10:30 Decision-Making Panel
11:15 Data Resources and Institutional Reporting (Paul G. Klute)
11:45 Wrap up & look ahead (Mary Carney)
12:00 Lunch (box lunch to eat in or take away)
SESSION 10: Wednesday, March 23, 8:30 am - 1:00 pm
In Person: Georgia Center, Room Q & Magnolia Ballroom

Topics: Curriculum Development, Communication, and Celebration

8:30  Continental Breakfast
9:00  Welcome (Elizabeth Weeks & Mary Carney)
9:15  Curriculum Development at UGA (Fiona Liken & Brooke Daniel)
10:00 Break
10:15 Effective Leadership Communication Panel Discussion
11:15 Takeaways from This Year’s Leadership Development (Elizabeth Weeks)
11:45 Celebration and Looking Forward (Provost S. Jack Hu)
12:00 Lunch and Celebration (Magnolia Ballroom)
1:00  Conclude