

2022 Fall New Leader Program (NLP)
(formerly New Department Heads Training)

SESSION I— Thursday, September 8, 2022, 8:30 am - 1:30 pm

Topics: Faculty in Leadership Roles, Legal Issues, and Equal Opportunities

Pre-Session Reading: *The College Administrator's Survival Guide*, Introduction, Chapter 1: Embrace Your Fate; Chapter 8: Problems, Rules, and Laws; Chapter 9: Violations

- 8:30 Continental Breakfast
- 9:00 Insights into Leadership at UGA (S. Jack Hu)
- 9:30 Embrace Your Fate and Cultivate Leadership (Weeks and Carney)
- 10:15 Break
- 10:30 "What Does It Mean to Be Faculty in Administrative Leadership?" (Panel)
- 11:30 Break
- 11:45 Guidance on Legal Issues and Equal Opportunities (Marshall Chalmers and Qiana Wilson)
- 12:30 Working Lunch: Legal Issues Interactive Session
- 1:30 Conclude

SESSION II— Monday, September 26, 2022, 8:30 am - 1:30 pm

Topics: Fiscal Management, Emergency Preparedness, Human Resources, and Student Concerns

Pre-Session Reading: *The College Administrator's Survival Guide*, Chapter 2: Boundaries and Expectations; Chapter 3: Colleagues; Chapter 6: Bullies

- 8:30 Continental Breakfast
- 9:00 Budget Management for Leaders (Toni Rogers)
- 9:30 Strategic Financial Management (Panel with Toni Rogers)
- 10:15 Break
- 10:30 Facilities Management (Kim Thomas)
- 10:45 Emergency Preparedness (John Newton)
- 11:00 Human Resources and Conflict Management Case Studies (Tracey O'Malley)
- 11:30 Break
- 11:45 Student Concerns (Carrie Smith)
- 12:30 Working Lunch: Student Concerns Case Studies
- 1:30 Conclude

SESSION III— Wednesday, October 19, 2022, 8:30 am - 1:30 pm

Topics: Decision-Making, Data Resources, Curriculum Development, and Communication

Pre-Session Reading: *The College Administrator's Survival Guide*, Chapter 4: Complaints; Chapter 7: Troubled Units

- 8:30 Continental Breakfast

- 9:00 Decision-making and Leadership (Panel)
- 10:00 Break
- 10:15 Data Resources and Institutional Reporting (Allan Aycock)
- 10:45 Curriculum Development at UGA (Fiona Liken & Brooke Daniel)
- 11:15 Break
- 11:30 Effective Leadership Communication Panel Discussion
- 12:30 Working Lunch: Communications Case Studies
- 1:30 Conclude

SESSION IV— Wednesday, November 9, 2022, 8:30 am - 1:30 pm

Topics: Search, Hire, Evaluation, Tenure, and Promotion

Pre-Session Reading: *The College Administrator's Survival Guide*, Chapter 5: Negotiations; Chapter 10: Centering, also handout from *The Department Chair as Transformative Diversity Leader: Building Inclusive Learning Environments in Higher Education*

- 8:30 Continental Breakfast
- 9:00 USG & UGA Policies about Personnel (Elizabeth Weeks)
- 9:15 Faculty Search and Hiring Practices and Resources (Elizabeth Weeks & Carly Surratt)
- 9:45 Negotiating Offer Letters Panel & Interactive Breakout Session
- 10:30 Break
- 10:45 Promotion & Tenure Policies & Practice (Elizabeth Weeks)
- 11:00 Faculty Evaluations, Mentoring, and Elements (Elizabeth Weeks & Carly Surratt)
- 11:30 Working Lunch: Performance Evaluations and Faculty Mentoring Panel and Interactive Session
- 1:30 Conclude