



**2021-2022 NEW DEPARTMENT HEADS TRAINING**  
**In-Person and Virtual Events**

**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