

**New Department Head Workshops  
September 20 & 27, and October 4, 2017  
506 Coe Library**

**Tentative Agenda**

**September 20, 2017**

- 1:00 p.m. – 1:15 p.m. Intro/Welcome (**Provost Kate Miller**)
- 1:15 p.m. - 2:00 p.m. My experience as a Department Head – What I wish I knew!
- Department Head Panel (Mark Guiberson, Communication Disorders; Joy Landeria, Modern & Classical Languages; Karen Bartsch Estes, Psychology; Jonathan Prather, Life Sciences)
- 2:00 p.m. – 2:45 p.m. What do I need to know about hiring practices?
- HRMS – from position request to hire (Jeanne Durr)
  - EEO – Emily Monago, Janean LeFevre
  - Offer letters – Tami Benham-Deal
- 2:45 p.m. - 3:00 p.m. **BREAK**
- 3:00 p.m. – 3:45 p.m. Panel Discussion: How do I deal with difficult situations?
- Communicating a difficult message – Jeanne Durr
  - Keeping a record – Jim Ahern
- 3:45 p.m. - 4:45 p.m. From Job Description to performance evaluation – what is my role?
- Staff – Jeanne Durr
  - Academic – Tami Benham-Deal
- 4:45 p.m. – 5:00 p.m. Exit ticket: Planning for regular department head meetings with the Provost

**September 27, 2017**

- 1:00 p.m. – 2:00 p.m. What do I need to know about budgeting and the WyoCloud?
- David Jewell
- 2:00 p.m. - 2:30 p.m. TBD
- 2:30 p.m. – 3:00 p.m. Panel discussion – What can I do to protect my scholarship?
- Margaret Wilson
  - Donal Skinner
  - Jacquelyn Bridgeman
- 3:00 p.m. – 3:15 p.m. **BREAK**

3:15 p.m. - 4:00 p.m. How do I support the assessment of student learning and program effectiveness?  
• Mark Lyford

4:00 p.m. - 5:00 p.m. What is my role in academic scheduling and enrollment management?  
• Anne Alexander  
• Kyle Moore

## **October 4, 2017**

1:00 p.m. – 1:15 p.m. Entrance ticket: Planning for monthly department head workshops

1:15 p.m. - 2:15 p.m. What should I know about reappointment, extended term, tenure and promotion?  
• Provost Kate Miller  
• Tami Benham-Deal

2:15 p.m. – 2:45 p.m. Panel discussion: What makes the Department Head review for R-ET-T-P compelling?  
  
• David Bagley; Chair, 2017-18 URTP Committee  
• Mary Hardin-Jones, former dept. head/associate dean, College of Health Sciences  
• Others to be added

2:45 p.m. - 3:00 p.m. **BREAK**

3:00 p.m. – 4:30 p.m. Academic Curriculum – what I need to know.  
• Institutional Accreditation (HLC) – Anne Alexander  
• Undergraduate – Anne Alexander  
• Graduate – Jim Ahern/Michele Peck)  
• Honors – Donal Skinner  
• Learning at a distance – Mark Lyford

4:30 pm – 5:00 p.m. How do I manage my department's gift accounts?  
• Mary Ann Garman

### **Materials share location:**

#### Windows

- Hold Windows key, press R, copy/paste this in: \\warehouse\academicaffairs\DeptHeadWorkshop
- Or click this link: <\\warehouse\academicaffairs\DeptHeadWorkshop>

#### Mac

- In Finder, hold command, press K, copy/paste this in:  
smb://warehouse/academicaffairs/DeptHeadWorkshop
- Use your UW username/password, click ok