New Department Administrator Orientation  
August 10-11, 2017, IRIC 321

Agenda

Thursday, August 10, 2017

1:00 pm  Introduction – Jeanne Stevenson, Vice Provost for Faculty

1:15 pm  Role and responsibilities of department administrators – Jeanne
  - Source materials: FSH 1420 University Administration
  - Panel of department administrators: Rachel Halverson, Chair, Department of Modern Languages and Cultures; Cathy Roheim, Head, Department of Agricultural Economics and Rural Sociology; Todd Thorsteinson, Chair, Department of Psychology and Communication Studies; and Lee Vierling, Head, Department of Natural Resources and Society

2:00 pm  Break

2:15 pm  Program planning and assessment – Sara Mahuron, Accreditation and Assessment Analyst; Dale Pietrzak, Director, Institutional Effectives and Accreditation; Mary Stout, Director of Operations; Cher Hendricks, Vice Provost for Academic Initiatives
  - Source materials: https://www.uidaho.edu/provost/iea/accreditation-evaluation/assessment
  - Source materials: https://www.uidaho.edu/provost/policy-guidelines/planning

3:15 pm  Personnel processes and timelines – Jeanne and Mary
  - Source materials:
    - Calendar for the year (e.g., personnel deadlines, awards and recognition nominations, initiatives [e.g., PPP, UBFC])
    - Provost web site

4:30 adjourn

Friday, August 11, 2017

8:30 am  Legal issues for administrators – Debra Ellers, Interim Senior Associate General Counsel and Kim Rytter, Senior Associate General Counsel

10:00 am  Break

10:15 am  Stewardship of university resources: Budget 101 – Trina Mahoney, Budget Director
  - Source materials: Administrative Procedures Manual (APM), Chapter 25: Fiscal Stewardship, Chapter 70, Travel Management
  - Stewardship of fiscal resources
  - Budget overview – types, uses, and budgeting
  - Policies, procedures, and resources

11:30 am  Continuing communications and session assessment – Jeanne

11:45 am  Adjourn