D.C. Boot Camp

What is Department Chair Boot Camp?

Designed as a hands-on primer to better support and prepare new Department Chairs and Directors as they transition into a new role with added administrative responsibilities and to serve as a refresher for continuing Chairs and Directors. This program is designed in concert with the Leading with Excellence Conference and the Leadership Matters workshops to provide an overview of what Chairs and Directors can expect as they navigate through the academic year and the different resources available to guide them.

2 days:

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<th>Workshop Day</th>
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<tr>
<td>17th August</td>
<td>18th August</td>
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Why Should I Attend?

1) Learning
   - This two-part series will provide new and continuing chairs basic training on key administrative areas that will assist you in your leadership role.

2) Networking
   - The program will provide you with an avenue to meet other faculty Chairs/Directors as well as familiarizing you with the various campus resources at your disposal.

3) Exposure
   - The series will incorporate interactive discussions, role playing and hands-on activities to bring awareness to the different issues that may come up in your tenure as Chair/Director and to better prepare you for handling such issues.

Workshop topics

Role of a Faculty Chair
- Understanding the Differing Levels of Authority
- Afforded to Chairs
  - Contracts
- Basic Budget & Fiscal Information
  - Organizational Charts (official and unofficial)
  - Departmental budget
  - Procurement Briefing
- Crash Course in HR
  - Laws/Policies & Other Issues
  - Confidentiality and Requests for Information
  - You vs. Me relates to various laws and policies (ADA, EEO, TIK, Consequence Relations, Workplace Violence, Laws, etc.)
  - Tips on identifying issues
- Tips on Addressing Issues
  - Performance vs. Misconduct

Connect with Us
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RESOURCES, RESOURCES, RESOURCES