

Basic Business Essentials for Academic Department Chairs

What you need to do, why you need to do it, how to get it done.....

- Our training is not meant to be all encompassing for all the roles academic department chairs fulfill – we will instead focus on those areas that might not be as readily apparent to faculty members assuming department chair/head responsibilities.
- Our objective for this training is to increase awareness of the various business processes for which academic chairs are now responsible , provide guidance on how to accomplish them, and provide reference sources for more information.

Anticipated Topics:

- **Procurement/Expenditures** (Signatory authority authorization and delegation; approvals – academic chair’s role in this process; nature and extent of required documentation; the types of documents requiring approval; academic chair’s role in terms of Sponsored Program Accounts, PI Discretionary Accounts, and Gift Accounts.)
- **Cash Handling and Reconciliation** (Fund authorization by the Controller’s Office (CTO); adequate controls.)
- **Inventory** (Appropriate reporting; adequate controls.)
- **Manual Journal Entries** (Appropriate justification; adequate supporting documentation; trending frequency.)
- **Oracle Ledger Review** (Review, reconciliation, certification.)
- **Employment** (Hiring paperwork; performance evaluations; timekeeping practices– non-exempt employees; add-pays; vacation for exempt employees; conflict of Interest and commitment; terminations/transfers.)
- **Security of Assets** (Capital assets; equipment under \$1,500; keys, locks, and access controls.)
- **Information Security** (Administrative rights; shared drives; Information Security Office (ISO) Standards (i.e., Information Access & Protection Plan); sharing of passwords; collection and storage of private information.)
- **Compliance** (FERPA; OHSA & EPA – (EH&S); export control; sponsored programs.)
- **Business Continuity/Disaster Recovery** (Existence of a plan; use of myCourses.)
- **Documentation of Critical Business Processes**

- **Graduation Certification** (Due diligence measures to ensure completion of program; adequate approval documentation for exceptions/waivers.)
- **Faculty Led Study Abroad Excursions** (Appropriate monitoring; feedback from students.)
- **Course Delivery Productivity** (Adherence to minimum class size; documentation of exceptions.)
- **Adjunct Faculty Usage** (Decision to use; contracting practices.)
- **Student Satisfaction** –(i.e., use of myCourses; faculty/advisor availability)
- **Campus Training** – CPD offerings
- **College Partner and College Financial Administrators**– a good resource
- **Campus References** - List the departments (and contact names) that would typically be of help in the various areas discussed in the training (i.e., CTO; HR; SEO; PSO; SRS; SPA; EH&S; GRMS; ITS; ISO; PS; Director of Business Continuity; Registrar, etc.)

Basic Business Essentials for Academic Department Chairs – Two classes from which to choose

Date: Monday, August 18, 2014

Time: 1 – 3 p.m.

Location: Louise Slaughter Hall Rm. 2140

Maximum Enrollment: 30

Date: Wednesday, August 20, 2014

Time: 9 – 11 a.m.

Location: Global Village Conference Room Bldg. 400 Rm. 1200

Maximum Enrollment: 30

To register for this session, **right click on the link below and select “copy hyperlink” and paste the hyperlink into your web browser.**

[Basic Business Essentials for Academic Department Chairs](#)

NOTE: This link will only work if copied and pasted into the browser.

If you need help registering, please contact the [CPD](#) office at 5-6200.

