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.)

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**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.