

LEADERSHIP INSTITUTE

Launching late-Jan 2018 as part of the Learning Academies @ SHSU

Recommended Approach

- Synergizes existing resources and leadership training offered through the Learning Academies, adding a unique “faculty only” track for the Department Chairs (see attached building blocks charts)
- Implements the “Chairs’ Academy,” a faculty only concurrent track within the *Leadership Institute*, a new program offered by the Learning Academies @ SHSU in 2018
- Chairs’ Academy would be facilitated by two chairs/former chairs per cycle, with 2 cycles offered each year; total hours=12
- Chairs’ Academy should offer case scenarios designed by chairs/former chairs/facilitators that participants can work through and discuss
- Learning Academies facilitators to handle scheduling, speaker arrangements, and resources for the Leadership Institute
- Faculty facilitators to handle Chairs’ Academy presentations and academic content (within the scope of the sessions proposed below)
- Funding (supplies, books, refreshments, VIP speaker gifts) for the Chairs’ Academy to be provided by Academic Affairs/Deans?

Building Block 1: Policies & Procedures Boot Camp: “The First 90 Days: What New Supervisors & Chairs Must Know to Operate Legally, Ethically, and Effectively”

- HR Topics (2 hours) (Jan. 31, 2018—registration is open)
 - Staffing, Conflict of Interest Policies
 - Diversity
 - Student Hiring
 - Leaves, Separations, Property Turn In
 - Institutional Compliance
 - Title IX, Campus Security Authority

- Financial Topics (2 hours) (Feb 2018)
 - Payroll
 - Accounting, Interdepartmental Transactions
 - Budget Basics
 - Purchasing, PCard, Bearkat Buy
 - Travel Reimbursement
- Faculty Policies (2 hours) (March 2018) – Faculty track
 - Tenure and promotion policy
 - Faculty evaluation and merit
 - Academic dishonesty procedure
 - Student grievance process
 - Faculty grievance procedure
 - Workload policy and instructional staffing

Building Block 2: Leadership: "Senior Leaders Leading the Sam Way"

- Chairs' Academy - From Peer to Chair: The challenges of being "first among equals" (2 hours) (Apr 2018) – Faculty Track
 - Leadership by influencing and persuasion
 - Decision-making
 - How to provide appropriate feedback to your faculty
 - Building stronger relationships with staff
- Chairs' Academy - Dealing with departmental conflict (2 hours) (May 2018) – Faculty Track
 - Conflict mediation
 - How to handle difficult conversations
 - How and when to consult with Legal
- Leadership Challenge: (4 hours) (Apr 2018) – Staff Track
 - Introduces key leadership concepts based on four years of lessons from the award-winning President's Leadership Academy. Senior leaders conduct tabletop discussions on true-to-life case scenarios. Group discussions put learning into practice.

- Management Academy: (Choose an elective—all) (2 hours) Various topics of interest to managers offered throughout the academic year by the Learning Academies @ SHSU

Building Block 3: Performance Management: "The How-to of Human Dynamics"

- (2 hours) (June 2018) – All
 - Supervising and evaluating staff and maintaining department records and files in case of legal action.
 - Managing employee time, performance appraisals and getting results, disciplinary procedures, handling employee grievances, and creating a performance improvement plan.
 - Hiring and Salary administration: when/how to reclassify an employee, market studies, internal equity, etc.

Training Details



Leadership Institute: The First 90 Days

Event • SHSU Instructors • 2 hours

[Request](#)[Assign](#)

The Leadership Institute, a track of the Learning Academies @ SHSU, is a training program for new supervisors (faculty chairs and staff assistant directors and above) at Sam Houston State University. The Institute offers multiple sessions on the following topics (please see attached Building Blocks Diagram for covered content by clicking on the DETAILS tab, scrolling down, then clicking on Resources).

“The First 90 Days: What New Supervisors & Chairs Must Know to Operate Legally, Ethically, and Effectively.” (2 - 3 sessions) These fast-paced policy and procedures “boot camps” share what participants need to know in their first 90 days to stay compliant and out of trouble. Sessions include Academic Affairs (faculty only), HR, and Payroll/Finance subjects.

“Senior Leaders Leading the Sam Way.” (Multiple breakout sessions for faculty and staff administrators) Go beyond the basics of managing to leading. Breakout sessions include the Chairs’ Academy for department chairs, and the Leadership Challenge for staff administrators.

“Personnel Management”: (1 session) Guidance on managing human dynamics through performance management, and advice on hiring and salary administration, from the Assistant Director of Human Resources.

Sessions repeat every 6 months, are stand-alone classes, and may be taken in any order.

7/12/2018

T. Bittick
Professional Development Coordinator
Human Resources

Credits

2

Available Languages

English (US)

Subjects

Management & Leadership, Management Academy

Event Number

LI-2018-1

Objectives

The boot camp sessions of the Institute are described below:

Policies and Procedures: *"The First 90 Days: What New Supervisors Must Know to Operate Legally, Ethically, and Effectively"*

Session 1: (2 Hours) Academic Affairs Policies and Procedures Boot Camp – Faculty only. This session focuses on faculty related policies, including tenure and promotion, faculty evaluation and merit, academic dishonesty procedures, the student grievance process, faculty grievance procedures, and workload policy and instructional staffing.

Session 2: (2 Hours) HR Policies and Procedures Boot Camp. This session focuses on supervisory responsibilities as they apply to the Human Resources-related policies such as Staffing, Separations, Student Hiring, EEO and Diversity, Compliance, FMLA and Leave Approvals, Conflict of Interest, Title IX and Campus Security Authority.

Session 3: (2 Hours) Finance Policies and Procedures Boot Camp. This session focuses on supervisory responsibilities as they apply to finance-related policies such as Payroll Processing and Approvals, Accounting, Interdepartmental Transactions, Travel Reimbursements, P-Card policies, Budgets, and Purchasing.

Training Contact

thieme admin-bittick tjb005@shsu.edu
936-294-2328

Resources

[Building blocks diagram2](#)
[ALL HR Bootcamp Powerpoint Charts January 29 2017](#)

7/12/2018

T. Bittick
Professional Development Coordinator
Human Resources

Credits

2

Available Languages

English (US)

Subjects

Management & Leadership, Management Academy

Event Number

LI-2018-1

Objectives

The boot camp sessions of the Institute are described below:

Policies and Procedures: *"The First 90 Days: What New Supervisors Must Know to Operate Legally, Ethically, and Effectively"*

Session 1: (2 Hours) Academic Affairs Policies and Procedures Boot Camp – Faculty only. This session focuses on faculty related policies, including tenure and promotion, faculty evaluation and merit, academic dishonesty procedures, the student grievance process, faculty grievance procedures, and workload policy and instructional staffing.

Session 2: (2 Hours) HR Policies and Procedures Boot Camp. This session focuses on supervisory responsibilities as they apply to the Human Resources-related policies such as Staffing, Separations, Student Hiring, EEO and Diversity, Compliance, FMLA and Leave Approvals, Conflict of Interest, Title IX and Campus Security Authority.

Session 3: (2 Hours) Finance Policies and Procedures Boot Camp. This session focuses on supervisory responsibilities as they apply to finance-related policies such as Payroll Processing and Approvals, Accounting, Interdepartmental Transactions, Travel Reimbursements, P-Card policies, Budgets, and Purchasing.

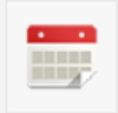
Training Contact

thieme admin-bittick tjb005@shsu.edu
936-294-2328

Resources

[Building blocks diagram2](#)
[ALL HR Bootcamp Powerpoint Charts January 29 2017](#)

Training Details



Leadership Institute: Performance Management--“The How-to of Human Dynamics”

Event • SHSU Instructors • 2 hours

[Request](#)[Assign](#)

The Leadership Institute, a track of the Learning Academies @ SHSU, is a professional development program for new supervisors and seasoned supervisors (faculty chairs and staff assistant directors and above) at Sam Houston State University. The Institute offers multiple sessions on leadership topics (please see attached Building Blocks Diagram for covered content by clicking on the DETAILS tab, scrolling down, then clicking on Resources). This is the third building block of the Leadership Institute, Performance Management, open to all chairs and staff administrators.

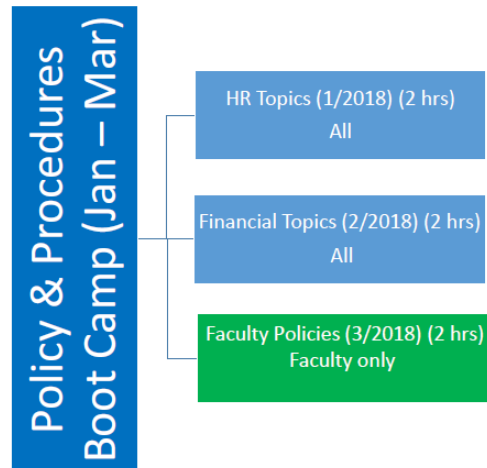
In Performance Management: "The How-to of Human Dynamics," the Assistant Director of Human Resources will share her expertise on the following topics:

- Supervising and evaluating staff and maintaining department records and files in case of legal action.
- Managing employee time, performance appraisals and getting results, disciplinary procedures, handling employee grievances, and creating a performance improvement plan.
- Hiring and Salary administration: when/how to reclassify an employee, market studies, and internal equity.

Sessions of the Institute repeat every 6 months, are stand-alone classes, and may be taken in any order.

Building Block #1

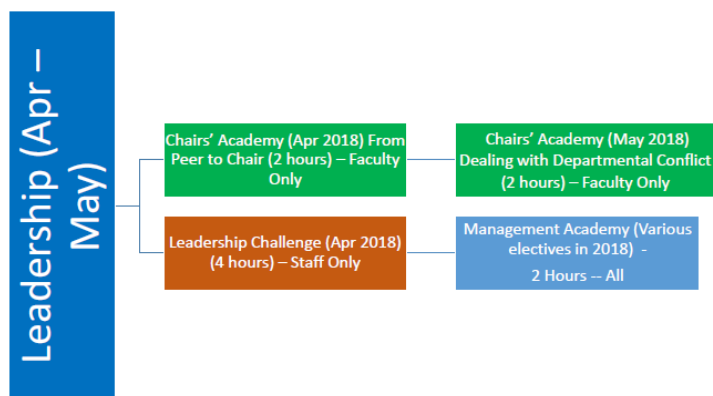
Policies & Procedures Boot Camp: "The First 90 Days: What New Supervisors & Chairs Must Know to Operate Legally, Ethically, and Effectively"



Atch 1

Building Block #2

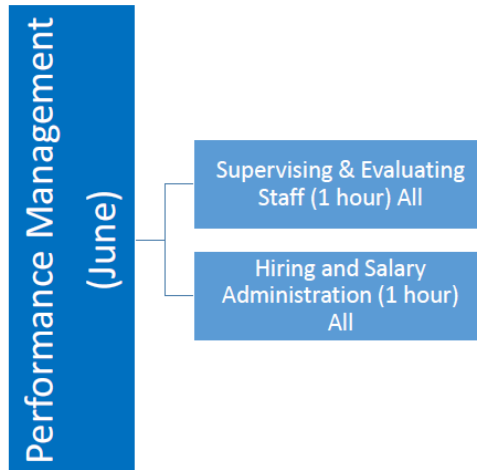
Leadership: "Senior Leaders
Leading the Sam Way"



Atch 1

Building Block #3

Performance Management: “The
How-to of Human Dynamics”



Atch 1