Benefits (40 minutes)
• Benefits administration reporting
• Defined contribution retirement plans
• Defined benefit retirement plans
• Health insurance
• Self-funded health plans
• Fully insured health plans
• Non-insurance benefits

Compensation (25 minutes)
• Compensation philosophy
• Executive compensation
• Pay plans
• Classification
• Salary supplements
• Post differentials
• Administrative assignment for faculty

Diversity, Equity & Inclusion (29 minutes)
• Unconscious bias
• Microaggressions
• Value of inclusive communities
• Executive Order 11246 (Affirmative Action)
• Protected classes
• Diversity, Equity and Inclusion – CUPA-HR Position Statement and Action Plan

Employment & Labor Law (46 minutes)
• ADEA
• ADA
• Title VII of the Civil Rights Act of 1964
• Title IX and the Higher Education Act
• VAWA (Violence Against Women Act)
• GINA (Genetic Information Nondiscrimination Act)
• Equal Pay Act
• VEVRAA (Vietnam Era Veterans’ Readjustment Assistance Act)
• ERISA (Employee Retirement Income Security Act)

Employee & Labor Relations (27 minutes)
• Complaint and Appeal
• Alternative Dispute Resolution
• Discipline and Dismissal
• Labor Unions and the National Labor Relations Board

Higher Education Funding & Budgeting (12 minutes)
• Tuition and Fees
• Local Tax Revenue
• State Appropriations
• Federal Appropriations
• Private Grants and Contracts
• Auxiliary Enterprises
• Donations
• Alumni Giving
• Athletic Revenue
• Endowment Income
• Revenue Bonds
• Preparation of the Budget

International & Global Affairs (24 minutes)
• The United States Citizenship and Immigration Services (USCIS)
• Expatriates
• Foreign Nationals
• Visas
• Green Cards
• Culture

Key Concepts Underpinning Academia (27 minutes)
• Tenure and Promotion
• Faculty Categories
• Carnegie Classifications
• Accreditation
• Shared Governance
• Grants, Research and Scholarship

Managing HR (36 minutes)
• Functional Areas of HR
• Alignment
• Talent Management
• Succession Planning
• HR Transformation
• Performance Management
• Employee Engagement
• Organizational Culture
• Change Management
• Metrics and Their Use in Higher Ed HR

Recruitment, Selection & Separation (33 minutes)
• Uniform Guidelines on Employee Selection Procedures
• Staffing/Workforce Plan
• Form I-9 and E-Verify
• Onboarding
• Independent Contractors
• Background Checks/Reference Checks
• Out-processing
• RIF/Furlough

Safety & Risk Management (18 minutes)
• Risk Management/Avoidance
• Crisis Management/Workplace Violence
• Firearms, Substance Abuse

Training & Organizational Development (13 minutes)
• Employee Development
• Mandated Training
• Supervisor and Manager Training