

Tim Griffin
University Ombudsman
Northern Illinois University
(815) 753-1414 (w)

EDUCATION

Doctor of Philosophy – Ohio State University, Columbus, OH (August, 1990)

Major: Education Policy and Leadership
Program: Higher Education and Student Affairs
Emphases: Administration in Higher Education
Legal Issues in Education
Human Development and Learning
Organizational Behavior
Dissertation: The Revocation of College and University Degrees in the United States

Master of Arts – Western Michigan University, Kalamazoo, MI (April, 1982)

Major: Counseling and Personnel
Program: Student Affairs Administration in Higher Education
Emphases: Developmental and Counseling Psychology
Interpersonal Communications

Bachelor of Music – Western Michigan University, Kalamazoo, MI (December, 1975)

Major: Music
Program: Music Education (K-12)
Minors: Music Theory
Applied Music

ADMINISTRATIVE EXPERIENCE

University Ombudsman – Northern Illinois University, DeKalb, IL (1991-present)

Reporting to the University Council, the highest placed representative policy-making body on the campus and chaired by the president, this position is responsible for providing consultation, policy development, and alternative dispute resolution services to over 30,000 faculty, staff, students, parents, alumni, and other members of the institutional community.

Establishment and implementation of procedures for receipt and resolution of administrative, academic, and individual complaints and grievances from faculty, staff, students, and others

Consultation regarding development of policies and procedures throughout the university

Direct service to over 1,000 members of the university community annually

Direct supervision of professional and graduate assistant staff

Member, Northern Illinois Ethics Consortium (2002-2005)

Member, NIU University Council Grievance Procedures Committee (2000-2002)

Member of the Freshman Connections Advisory Committee (1999-present)

Member of the Affirmative Action/Diversity Resources Advisory Committee (1998-present)

Recipient of NIU Presidential Supportive Professional Staff Award for Excellence (1997)

Co-Chair of the Social Justice Coordinating Committee (1996-1998)

Tim Griffin

ADMINISTRATIVE EXPERIENCE (Continued)

Member of the Task Force on the University Freshman Year Experience Course (1995)
Member of the Presidential Commission on Sexual Orientation and Gender Identity (1993-present)
Chair of the President's Task Force on Discrimination and Harassment Based on Sexual Orientation (1992-93)
Member of the Presidential Commission on the Status of Minorities (1991-present)

Acting Director, Student Personnel Assistant Program – Ohio State University, Columbus, OH (1991)

Supervised recruitment and admission of graduate students into academic program of Higher Education and Student Affairs
Supervised coordination of graduate assistantships including application and evaluation processes
Served as liaison between academic program and numerous campus assistantship sites
Coordinated and presented career development training including job search techniques and resume development

Assistant Area Coordinator (Graduate Administrative Associate) – Department of Residence and Dining Halls, Ohio State University, Columbus, OH (1987-90)

Shared responsibility for 13 residence halls housing over 3,000 students
Developed and presented staff training (including five hall directors and nine assistant directors)
Selected, trained, and advised student judicial commissions
Selected, trained, and supervised area student security force (24-29 employees)
Advised student housing government organization
Conducted a variety of research projects including:
 Security – national trends and strategies
 Employee Satisfaction – staff stress cycles and stressors
 Resident Satisfaction – maintenance and dining services, programming, and residential environment
 Occupancy – factors in student decision-making processes and retention

Director of Student Activities & Manager of Student Union – Ohio State University – Mansfield, Mansfield, OH (1986-87)

This position served the needs of the students of both the Ohio State University – Mansfield and the North Central Technical College jointly (approximately 3,000 students)
Managed and coordinated all student union building facilities and programs
Selected, trained, and supervised staff
Developed budgets, policies, and programs for all campus co-curricular activities
Supervised all student activities and student organizations
Developed special programs and support groups for nontraditional students
Served as liaison with food service contractor
Developed and implemented programs with the Department of Music

Tim Griffin

ADMINISTRATIVE EXPERIENCE (Continued)

Assistant to the Vice President for Student Affairs – University of Alabama in Huntsville, Huntsville, AL
(1982-86)

- Diverse and varied duties in support of the Division of Student Affairs, including the Departments of Athletics and Recreation, Auxiliary Services, Career Planning and Placement, Financial Aid, Housing, Student Activities, and Student Union
- Budgetary development and analysis for entire Division
 - Annual operating budgets in excess of \$4 million
 - Assisted department heads in budget development
 - Monitored all budgets monthly
 - Prepared regular and special executive analyses of trends
 - Served as liaison with university controller
- Coordinated planning for Division of Student Affairs
- Supervised campus judicial system
- Supervised campus-wide auxiliary services including bookstore and dining services – restructured entire department increasing sales and profits significantly
- Served as campus Ombudsman for dispute resolution and problem solving concerns
- Coordinated Student Union building renovation/construction (\$4 million project) encompassing all student affairs office areas as well as traditional student union functions
- Edited first student handbook, and coordinated subsequent annual revisions
- Served on campus-wide computerization committee
- Coordinated divisional computerization activities
- Produced athletic department daily radio program
- Developed and initiated staff orientation program

Academic Advisor – (Graduate Administrative Assistant) Western Michigan University, Kalamazoo, MI
(1982)

- Academic advisor for over 200 Honors College students
- Coordinated student and parent orientation programs
- Developed and promoted student activities
- Developed and distributed Honors College Newsletter
- Conducted research in honors housing program

Financial Aid Auditor – Kalamazoo College, Kalamazoo, MI (1981-82)

- Analyzed and audited student records and aid packages
- Prepared regular reports on special programs

Assistant Residence Hall Director (part-time) – Western Michigan University, Kalamazoo, MI (1973-75)

- Developed social, cultural, and educational programming for over 1,000 residents
- Supervised five resident advisors
- Selected, trained, and supervised reception desk and custodial staffs (18-24 employees)

Tim Griffin

ADMINISTRATIVE EXPERIENCE (Continued)

Professional Consultation – Department of Graduate, Conference, and Family Housing, Ohio State University, Columbus, OH (1990-91)

Conducted administrative research and information needs assessment
Designed and implemented research model and instrument for various residence environments and populations
Developed program proposals for special living/learning populations including political science majors, international students, and special environments including a wellness center
Developed and presented graduate staff training

Related Field Experiences/Practica with:

Vice President for Student Life – Kalamazoo College (1981-82)

Served as assistant to chaplain

Served on faculty/student lecture committee—responsible for development and distribution of promotional materials

Ombudsman – Western Michigan University (1980-81)

Assisted in case investigations and resolutions

Dean of Students – Western Michigan University (1982)

Conducted professional and student staff usage study

Developed new staffing and administrative structure

FACULTY EXPERIENCE

Over twenty years of teaching experience at a variety of levels of instruction, including K-12 and higher education (undergraduate and graduate)

Instructor – Northern Illinois University, DeKalb, IL (1992-present)

Course titles:

- “The Freshman Experience” (undergraduate)
- “Internship in Counseling” (graduate)
- “Culture of the College Student” (graduate)
- “Student Development in Higher Education: Programs, Issues, and Practices” (graduate)

Lecturer – Ohio State University, Columbus, OH (1990-91)

Teaching graduate students in higher education and student affairs

Course titles:

- “Practicum in Student Affairs” (master’s level)
- “Case Studies in Student Affairs” (master’s level)
- “Administrative Functions in Higher Education” (doctoral level)

Tim Griffin

FACULTY EXPERIENCE (Continued)

Teaching Intern – Ohio State University, Columbus, OH (1989-90)

Teaching and advising graduate students in education

Course titles:

- “National Trends and Issues in Higher Education” (doctoral level)
- “Introduction to Student Affairs” (master’s level)

Instructor – Department of Music, University of Alabama in Huntsville, Huntsville, AL (1982-86)

Active in curriculum development and faculty senate

Served on faculty jury performance board

Coordinated and conducted numerous regional tours of student musical ensembles

Served on accreditation self-evaluation committee

Served as departmental liaison to athletic department

Initiated and directed both jazz ensemble and pep band

Courses taught:

- “Trends in Popular and Commercial Music”
- “History of American Popular Music: Beginnings to 1950”
- “History of American Popular Music: 1950 to the Present”
- Studio Instruction in Brass

Chairperson of Music Department and Director of Bands – Lawton Community Schools, Lawton, MI (1979-81)

Responsible for music faculty development and supervision

Initiated procedures for curriculum development and review

Developed procedures for program assessment (K-12)

Planned and implemented a variety of fiscal development activities

Selected by peers system wide (K-12) as president of local education association (teachers’ union) (1980-81)

Liaison and advisor to music boosters’ organization

Courses taught:

- “Senior Band,” “Junior Band,” “6th Grade Band,” “Beginning Band,”
- “Middle School Choir,” “Outdoor Science”

Associate Director of Bands – Hartford Public Schools, Hartford, MI (1976-79)

Responsible for planning and implementation of all group fiscal development activities

Supervised student teachers and conducted bands (5-12), including jazz ensemble

Tim Griffin

PUBLICATIONS AND PRESENTATIONS

- Griffin, T. D. (2006, April). A primer to ombudsing for new organizational ombuds. Pre-conference specialized course presentation at the First Annual Conference of International Ombudsman Association, San Diego, CA.
- Griffin, T. D. (2005, April). Reflections of 20 years of ombudsing—Past, present and future. Panel discussion at the 20th Anniversary University and College Ombuds Association Annual Conference, Atlanta, GA.
- Griffin, T. D. (2005, April). New ombuds workshop. Pre-conference workshop presentation for new ombudspersons at 20th Anniversary University and College Ombuds Association Annual Conference, Atlanta, GA.
- Griffin, T. D. (2004). Improving the survival rate of the college or university ombuds office: Essential relationships in troubled times. In L. P. Spratlen & R. Wilson (Eds.), The Journal, 6(1), 41-45, (Asilomar, CA: California Caucus of College & University Ombudsmen).
- Griffin, T. D. (2004, April). New ombuds workshop. Pre-conference workshop presentation for new ombudspersons at joint biennial conference of The Ombudsman Association and the University and College Ombuds Association, Tucson, AZ.
- Griffin, T. D. (2004, March). Beyond admissions: Retention. In A. Miller (Chair), Emerging issues in equal protection jurisprudence. Symposium conducted by the Law Review Board of the College of Law, Northern Illinois University, DeKalb, IL.
- Griffin, T. D. (2003, April). Civility issues involving students. Presentation at the University and College Ombuds Association annual conference, Denver, CO.
- Griffin, T. D. & Howard, S. (2002, March). Resolving interpersonal conflicts in the workplace: Knowing when to hold 'em and when to fold 'em. Presentation at Human Resource Services Workshop Series, Northern Illinois University, DeKalb, IL.
- Griffin, T. D. (2002, October). Similarities and differences between campus ombudsing and mediation. Conflict Management in Higher Education Report, 3, 1. Retrieved October 18, 2002, from http://www.campus-adr.org/CMHER/ReportArticles/Edition3_1/Griffin3_1a.html
- Griffin, T. D. (2002, February). Conflicts at work. Presentation at Employee Wellness Brownbag Series, Northern Illinois University, DeKalb, IL.
- Griffin, T. D. (2001, April). Civility on campus. Pre-conference workshop presentation at the University and College Ombuds Association annual conference, New York, NY.
- Griffin, T. D. (2000, June). Exceptions to confidentiality: When and how. Presentation at the Ombudsman Leadership Forum Conference, San Francisco, CA.
- Ruck, D. G., Barbee, N., Griffin, T. D., & Tuckett, B. (2000, June). Interviewing skills: Avoiding defensive answers. Presentation at the Ombudsman Leadership Forum Conference, San Francisco, CA.
- Griffin, T. D. (1999). [Review of the book The way of the owl—Succeeding with integrity in a conflicted world]. In Wilson, R. & Spratlen, L. (Eds.), The Journal—1999, (Asilomar, CA: California Caucus of College & University Ombudsmen).

Tim Griffin

PUBLICATIONS AND PRESENTATIONS (Continued)

- Griffin, T. D., & Howard, S. (1999, October). Working with men: What every woman needs to know. Presentation at the fifth biennial Empowering Women Conference, Northern Illinois University, DeKalb, IL.
- Griffin, T. D. (1999, April). Integrating ethical and standards of practice issues. Presentation at the University and College Ombuds Association annual conference, Portland, OR.
- Griffin, T. D. (Panelist) (1998, June). New ombuds workshop. Presentation for new ombudspersons at the University and College Ombuds Association annual conference, Rochester, NY.
- Griffin, T. D. (1998, June). Optimal client interaction. Presentation at the University and College Ombuds Association annual conference, Rochester, NY.
- Griffin, T. D. (1997). The diagnosis and treatment of scapegoating as an organizational illness. In R. Wilson (Ed.), The Journal—1997, (Asilomar, CA: California Caucus of College & University Ombudsmen).
- Griffin, T. D. (Panelist) (1997, April). New ombuds workshop. Presentation for new ombudspersons at the University and College Ombuds Association annual conference, Denver, CO.
- Griffin, T. D. (1997, April). The contentiousness of academe. Presentation at the University and College Ombuds Association annual conference, Denver, CO.
- Griffin, T. D. (Moderator), Hasenfeld, H., Levine, S., & Wheaton, E. (1996, June). Technology and privacy. Presentation at The First North American Conference (joint conference of ACCUO, CCCUO, CPS, TOA, UCOA, & USOA), St. Louis, MO.
- Griffin, T. D. (Panelist) (1996, June). New ombuds workshop. Presentation for new ombudspersons at The First North American Conference (joint conference of ACCUO, CCCUO, CPS, TOA, UCOA, & USOA), St. Louis, MO.
- Griffin, T. D. (1995). University and college ombuds handbook (Contributing Editor). Columbus, OH: University and College Ombuds Association.
- Griffin, T. D. & Howard, S. (1995, November). Responding to sexual and other harassment while minimizing your risk. Presentation at Empowering Women III Conference, Northern Illinois University, DeKalb, IL.
- Griffin, T. D. (1995, April). Beginning ombudsing. Pre-conference workshop presentation at the University and College Ombuds Association annual conference, Chicago, IL.
- Griffin, T. D., Hasenfeld, H., & Kerze, M. (1995, April). The ombuds role in policy making. Presentation at the University and College Ombuds Association annual conference, Chicago, IL.
- Griffin, T. D. (1995, February/March). The evolution of the role of ombudsperson on university and college campuses. The Fourth R, 55, 6, 14.
- Griffin, T. D., (1994). Physical environmental design factors in college and university ombuds offices. In R. Wilson (Ed.), The Journal—1994, (Asilomar, CA: California Caucus of College & University Ombudsmen).

Tim Griffin

PUBLICATIONS AND PRESENTATIONS (Continued)

- Griffin, T. D. (1994, June). The role of the ombudsperson in degree revocation: Proactive and reactive strategies for consideration. Presentation at the biannual joint meeting of the Association of Canadian College and University Ombudspersons and the University and College Ombuds Association, Ottawa, Ontario, Canada.
- Griffin, T. D. (1994, April). The revocation of college and university degrees. Presented at the annual meeting of the American Association of Collegiate Registrars and Admissions Officers, Boston, MA.
- Griffin, T. D., & Salter, D. (1993). Psychological type and involvement in a university judicial system. Journal of Psychological Type, 27, 32-38.
- Griffin, T. D. (1993). Techniques for marketing the college and university ombuds office to faculty, staff, and students. In R. Wilson (Ed.), The Journal—1993, (Asilomar, CA: California Caucus of College & University Ombudsmen).
- Griffin, T. D. (1993, November). Empowering women through information and options. Presentation at Empowering Women II Conference, Northern Illinois University, DeKalb, IL.
- Griffin, T. D. (1993, April). Sexual orientation issues on the campus. Paper presented at the University and College Ombuds Association annual conference, Lawrence, KS.
- Griffin, T. D. (1991, April). Equity vs. equality—professional ethics and affirmative action. Presentation at the Ohio College Personnel Association annual conference, Columbus, OH.
- Griffin, T. D. (1990). The physical environment of the college classroom and its effects on students. The Campus Ecologist, 8(1).
- Griffin, T. D., & Algren, M. (1988). Adult education in Saudi Arabia. Columbus, OH: The Ohio State University. (ERIC Document Reproduction Service No. ED 322 382).
- Griffin, T. D. (1986, March). George Gershwin: The man and his music. Paper presented at the pre-concert lecture for the Huntsville Symphony Orchestra, Huntsville, AL.
- Griffin, T. D. (1984-85). National Association of Student Personnel Administrator's Region III Newsletter—State Editor.
- Griffin, T. D. (1984, February). Budgetary development for self-supporting housing operations. Presentation at the Southeastern Association of Housing Officers Regional Conference, Nashville, TN.
- Griffin, T. D. (1982). "From the Field" – [Book review of New Directions for Higher Education: Professional ethics in university administration (No. 33)]. Journal of College Student Personnel, 23, 176-178.

Tim Griffin

PROFESSIONAL SERVICE

Convener, Midwest University and College Ombuds Association Regional Conference (2003, 2004, and 2006)
Member, Board of Directors, University and College Ombuds Association (1999-2001, and 2003-2005)
Coordinator, Professional Development Committee, University and College Ombuds Association (2003-2005)
Member, University and College Ombuds Association Conference Planning Committee (2005)
Co-Chair, University and College Ombuds Association Annual Conference Program Committee (2005)
Chair, The Ombudsman Association/University and College Ombuds Association Joint Committee on Research (2002-2005)
Mentor, University and College Ombuds Association (2001-2005)
Co-chair, The Ombudsman Association/University and College Ombuds Association Joint Committee on Standards of Practice and Ethics (2001-2005)
Member, Conflict Management in Higher Education Resource Center Advisory Board (2001-2004)

PROFESSIONAL ORGANIZATION AFFILIATIONS

American Association for Counseling and Development
American Association for Higher Education
American Association of Collegiate Registrars and Admissions Officers
American College Personnel Association
Association for Conflict Resolution
Association for the Study of Higher Education
International Ombudsman Association
National Association of Student Personnel Administrators (State Workshop Planning and Coordinating Committee, 1985-86)
Phi Mu Alpha - Sinfonia
United States Ombudsman Association