




Welcome and Agenda

8:00-8:30	Continental breakfast and welcome
8:30-9:15	Transition from Faculty to Chair/Director Roles
9:15-10:10	Advice for Becoming a Successful Chair
10:00-10:15	Break
10:15-11:00	Recruiting, Mentoring, and Evaluating Faculty Members
11:00-11:45	Management Skills
11:45-12:15	Lunch
12:15-1:00	Sustaining and Innovating Academic Programs
1:00-1:45	Managing Department/Program Resources and Budgets
1:45-2:00	Break
2:00-2:45	Student Recruiting, Advising, and Retention
2:45-3:30	Building a Supportive Department Culture
3:30-4:00	Wrap-Up and Next Steps

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Welcome and Agenda

8:00-8:30

- Welcome and agenda review
- Web site for Chair/Director Resources
 - ltu.edu/provosts_office/dept_chair.asp
 - Beginnings of a “how to” manual
- “Department Chair Primer” Overview
- “Good to Great in the Social Sector” Principles
- This is “for” you and “with” you, not “at” you

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Transition to Chair/Director Roles

8:30-9:15

- Web Resources
 - Transitions from Faculty to Administration
 - Roles and Responsibilities of Department Chairs
 - The Making of Department Chairs
 - “Is it Really That Tough?”

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Transition to Chair/Director Roles 8:30-9:15

- Key points
 - Shared governance = shared decision authority
 - Do not underestimate the difficulty of representing the Dean
 - “What is said in the Dean’s office stays in the Dean’s office”
 - “You are never not the Chair”

Discussion

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Transition to Chair/Director Roles 8:30-9:15

- Discussion questions
 - Why did you choose to be a Chair or Director?
 - What will be your biggest transition challenges?
 - Who can you trust for counsel and “venting?”

Discussion

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Becoming a Successful Chair

9:15-10:00

- Web Resources
 - Adapting to Your New Role
 - Chair Roles
 - Leadership Roles
 - The Secrets of Successful Chairs
 - Leadership Self-Assessment
 - What Do Chief Academic Officers Want from Department Chairs?
 - Words of Advice from Chairs and Dean

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Becoming a Successful Chair

9:15-10:00

- Key points
 - Faculty hiring, mentoring, evaluation
 - Course and faculty scheduling
 - Assigning advisors, handling special cases
 - Outcomes assessment
 - Certifying students for graduation
 - Handling student and faculty complaints
 - Academic integrity issues
 - Keeping organized and keeping moving

Discussion

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Becoming a Successful Chair 9:15-10:00

- Discussion questions
 - Who do you admire as a leader and what behaviors would you like to emulate?
 - What resistance are you likely to encounter?
 - How would you implement a policy that you do not agree with?
 - How do you approach seemingly impossible deadlines or assignments?

Discussion

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Break 10:00-10:15



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Recruiting, Mentoring, and Evaluating 10:15-11:00

- Web Resources
 - Recruiting Full-time, Tenure-eligible Faculty
 - Mentoring Junior Faculty
 - Preparing for Academic Performance Appraisal
 - Integrating Adjuncts into the Community

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Recruiting, Mentoring, and Evaluating 10:15-11:00

- Key points
 - Personnel issues are sometimes overlooked
 - Fair and clear mutual expectations
 - Being able to have “tough conversations”
 - Regular feedback minimizes “surprises”
 - Adjunct faculty teach many of your courses, so don’t ignore them

A red-bordered stamp with the word "Discussion" written in blue, slanted diagonally.

Discussion

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Recruiting, Mentoring, and Evaluating 10:15-11:00

- Discussion questions
 - How do you like to be evaluated?
 - Where are your staffing weaknesses?
 - What might be some of your “tough conversations?”
 - Where will you need help in mentoring faculty?
 - What are your biggest challenges in recruiting full-time faculty?

Discussion


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Management Skills 11:00-11:45


- Web Resources
 - Task and Time Management
 - Time Management for More Effective Results
 - How to gain feedback on your own performance
 - Lawrence Tech annual timeline for chairs
 - “Who can help you get things done?”
 - Developing department/program plans
 - Delegation and tracking

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 **Management Skills**
11:00-11:45

- Key points
 - Departmental records: what, how, retention
 - Be yourself, be fair, be positive, keep your cool
 - Your decisions impact other people's lives
 - Never be surprised at people's behavior ...
 - some of it is even intentional

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 **Management Skills**
11:00-11:45

- Discussion questions
 - What is your “span of authority?”
 - How do you manage your time?
 - What can your faculty expect of you?
 - What everyday tasks can be delegated?

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Lunch 11:45-12:15



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Innovating Academic Programs 12:15-1:00

- Web Resources
 - Lawrence Tech program and course approval processes
 - Promoting excellence in teaching
 - Effectively using course evaluations
 - Good practices for program assessment
 - Encouraging teaching innovation

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Innovating Academic Programs

12:15-1:00

- Key points
 - Creativity and innovation can be fun
 - Be ready to consider other alternatives
 - CTL and eLearning leverage ideas from faculty into services and programs
 - Faculty development works best with willing faculty volunteers

Discussion

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Innovating Academic Programs

12:15-1:00

- Discussion questions
 - What is your vision for how students learn in your discipline?
 - What are your priorities for program improvement and faculty development?
 - What would encourage faculty to participate in CTL and eLearning programs?

Discussion

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Resources and Budgets

1:00-1:45

- Web Resources
 - Managing Tight Budgets
 - Tips for Managing the Department Budget
 - Budget Preparation and Management
 - Creating a Development Plan

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Resources and Budgets

1:00-1:45

- Key points
 - Focus on student recruitment and retention
 - Cost containment and efficiency are critical
 - Submit invoices and expenses quickly
 - Bid rather than sole-source items

Discussion

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Resources and Budgets

1:00-1:45

- Discussion questions
 - What budget questions do you have today?
 - What are the most obvious risks for budget problems in your department?
 - What are the most significant budget needs that you will need help defining and seeking?

Discussion

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Break

1:45-2:00




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 Recruiting, Advising, and Retention
2:00-2:45

- Web Resources
 - Student Recruitment Practices
 - Student Advising
 - Student Retention Initiatives

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 Recruiting, Advising, and Retention
2:00-2:45

- Key points
 - Build relationships over time (2-3 years)
 - Target your audiences
 - Stay on message: value of LTU, private education

 Discussion

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Recruiting, Advising, and Retention 2:00-2:45

- Discussion questions
 - How do you identify your target markets?
 - How do you craft a unique and real message?
 - How do you get students to campus, and how do you go to them?
 - How can you convert admitted students to enroll?

Discussion


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Supportive Department Culture 2:45-3:30

- Web Resources
 - Enhancing Department Climate: A Chair's Role
 - Developing your listening skills
 - Setting workplace expectations
 - Communication techniques


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 Supportive Department Culture
2:45-3:30


- Key points
 - A culture will evolve even if you take no action
 - Building a shared mission and vision that respects diversity and individuality
 - Inclusiveness
 - Trust issues

 Discussion

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 Supportive Department Culture
2:45-3:30

- Discussion questions
 - What type of culture do you want to build?
 - What type of culture exists today?
 - What are the “first steps” in the transition?
 - How do you work with colleagues who actively work against a positive culture?

 Discussion

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Wrap-Up and Next Steps

3:30-4:00

- “Who is doing what” this year?
- Good to Great
 - What are a few important things that Chairs and Program Directors can help improve?
 - Which of these can we work on this year?
- What else do you need that we did not cover?

Discussion

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Wrap-Up and Next Steps

3:30-4:00

- “Essentials For Department Chairs” Webinars
 - Aug 12: Things You Need to Know and Do
 - Aug 26: Managing Your Time and Stress
 - Sep 16: Effective Communication and Conflict Management
 - Oct 14: Fostering Excellent Teaching
 - Nov 10: Budgeting, Resource Management, and Planning for Results

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