

ACADEMIC LEADERSHIP

A PRACTICAL
GUIDE TO
CHAIRING THE
DEPARTMENT

Second Edition

DERYL R. LEAMING

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Chao Zhang



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Academic Leadership Deryl R. Leaming, 2007 As the responsibilities entailed in being a department chairperson are ever evolving those who occupy the position must continually adapt and build upon their skills in order to meet new challenges and expectations In the first edition of *Academic Leadership* Deryl R Leaming helped thousands of chairpersons navigate changes in higher education and effectively lead their departments While maintaining its focus on practical application this new edition has been significantly revised and expanded to address new aspects of the role of department chairs Now organized into six parts the second edition contains best practices and ideas from some of today s leading scholars It also incorporates information on emerging challenges and expectations for department chairpersons including Developing a departmental vision Working with constituents Retaining students Conflict management Mentoring faculty Post tenure review Written to assist chairpersons in carrying out their duties each concise chapter offers advice and practical suggestions for aspiring new and experienced chairpersons Readers are provided with the expectations of the chair role as well as examples for handling specific tasks In addition this book encourages chairpersons to analyze their departments in order to effect improvement and develop their own approaches to solving problems Featuring useful checklists tables and sample forms this book also provides practical tools on the key areas of chair work departmental management interacting with faculty students and upper administration financial matters legal issues assessment and evaluation This invaluable resource will help guide chairpersons through the many responsibilities of their position *The Department Chair*

Christopher J. Jochum, 2021-12-15 While serving as a department chair can be one of the most rewarding leadership positions in higher education it is also one for which most people are not adequately prepared Given the significance of this position and its impact on students faculty and staff this book provides a practical approach to leadership based upon the notion that the best way to improve organizations and the lives of those within them is by improving their leaders As a result readers will first be challenged to identify their true intentions for leading as a department chair which means acknowledging that what makes one a successful faculty member does not by itself equate to being an effective leader In addition readers will learn how to establish a healthy culture the importance of hiring how to courageously address conflict the value of mentoring and developing others along with the significance of effectively leading students In addition readers will learn about crisis leadership and how to effectively assess if and when it s time to move on from the chair position and when it s time to move on from the chair position and when it s time to move on from the chair position and when it s time to move on from the chair position

Academic Leadership Day by Day Jeffrey L. Buller, 2010-09-16 It can seem at times as though all of academic administration today is focused only on the need for continual change and the endless pursuit of the big idea But most academic leaders from department chairs and program directors through university presidents and chancellors are far too busy helping their institutions flourish for them to divert critical energy and resources to yet another untried theory or

management principle Academic Leadership Day by Day takes an entirely different approach to developing your proven academic leadership It introduces one practical and field tested idea each day for an entire academic year Rather than requiring you to devote days or even weeks to administrative training which may prove to be of little use in the end this manual gives you no nonsense suggestions that you can consider on even your busiest days Experiment with the suggestions made each day discover what works for you and then build on your successes for the benefit of your institution and its programs Significant improvements often result from small gradual and consistent efforts and Academic Leadership Day by Day is your guide to becoming a more accomplished confident academic leader a few minutes at a time

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Best Practices in Faculty Evaluation Jeffrey L. Buller, 2012-08-21 BEST PRACTICES IN FACULTY EVALUATION Best Practices in Faculty Evaluation is designed to be a hands on guide for academics and administrators who want to become more effective and more confident in their handling of the important task of faculty evaluation This vital resource offers chairs deans and members of evaluation committees the practical information they need to perform fair and accurate faculty evaluation The book covers best practices in all forms of review and evaluation and includes directions that are designed to help evaluators understand how to use the information about faculty performance convey clear messages about priorities and protect themselves in cases when an appeal or grievance is likely Best Practices in Faculty Evaluation is filled with practical advice and answers to commonly asked questions about oral and written reviews and evaluations annual performance appraisals and evaluations probationary and pretenure reviews posttenure reviews merit evaluations tenure evaluations promotion evaluations and much more In today s complex academic environment there is no longer a typical full time tenure eligible faculty member The staff of most colleges and universities includes increasing numbers of part time faculty members non tenure track faculty members and even online course instructors whom the reviewer never meets in person To address the wide range of diverse faculty members the author offers clear guidance for evaluating both tenure tracked faculty and nontraditional faculty members

Resources in Education ,1998 **American Book Publishing Record** ,2006 *The*

Essential Department Chair Jeffrey L. Buller, 2012-01-24 THE ESSENTIAL DEPARTMENT CHAIR This second edition of the informative and influential *The Essential Department Chair* offers academic chairs and department heads the information they need to excel in their roles This book is about the how of academic administration for instance how do you cultivate a potential donor for much needed departmental resources How do you persuade your department members to work together more harmoniously How do you keep the people who report to you motivated and capable of seeing the big picture Thoroughly revised updated and expanded this classic resource covers a broad spectrum of timely topics and is now truly more than a guide it s a much needed desk reference that tells you everything you need to know to be a department chair The *Essential Department Chair* contains information on topics such as essentials of creating a strategic plan developing and overseeing a budget key elements of fundraising preparing for the role of chair meeting the challenges of mentoring to increase productivity and creating a more collegial atmosphere The book also explores the chair s role in the search process shows how to conduct a successful interview and what to do when it s time to let someone go And the author includes suggestions for the best practices to adopt when doing an evaluation or assessment The *Essential Department Chair* Second Edition contains a wealth of new realistic case studies to equip leaders in this pivotal position to excel in departmental and institutional life [NACADA Journal](#) ,1998 [The Essential Academic Dean or Provost](#) Jeffrey L. Buller, 2015-09-08 The go to reference for academic leaders seeking practical answers to everyday challenges The *Essential Academic Dean or Provost* explains the how of academic leadership providing a practical comprehensive reality based reference for almost any problem challenge or opportunity This updated second edition includes new chapters on the difference between leadership and management in higher education leadership in politically charged environments effective strategies for making decisions and working with associate deans or provosts plus new case studies new research and ten additional chapters available on the companion website Each topic deals concisely with the most important information deans and provosts need when faced with a particular situation providing both a comprehensive guide to academic leadership as well as a ready reference to be consulted as needed The role of a dean or provost at a modern university is extremely complex involving budgeting community relations personnel decisions management of a large enterprise fundraising and guiding a school college or entire institution toward a compelling vision of the future The details academic leaders have to deal with are numerous and critical and every little thing matters This invaluable guide provides the answers you need when you need them and gives you framework for successfully navigating your job s many competing demands Build support for a shared vision of the future Interact effectively with different internal and external constituencies Learn decision making techniques specific to the academic environment Set supervise and implement a budget that allows your programs to flourish Academic leaders need a handy focused reference that provides authoritative answers to the many issues and questions that arise every day With proven solutions to a multitude of challenges The *Essential Academic Dean or Provost* shows academic leaders what they

need to know in order to successfully guide their institutions into the future

Field Guide to Academic Leadership Robert M. Diamond, Bronwyn E. Adam, 2002-10-09 Once again Bob Diamond has cut to the heart of the matter and has given us a field guide actually a handbook of real hands on academic leadership He has assembled an elite group of contributors who provide insights and guidance which will be useful for all academic leaders new and old public or private CEO or assistant Charles E Glassick senior associate emeritus The Carnegie Foundation Managing People Deryl R. Leaming, 2003-11-15 One of the most challenging responsibilities of being a college department chair or dean is to effectively manage the diverse and independent intellectuals that form the typical college faculty Many administrators not only complain about the amount of time they devote to grappling with problems between faculty and staff members but many also feel inadequately trained for resolving the problems they with which they are confronted Managing People helps administrators handle the challenges they face when dealing with everyday personnel management problems A collection of 13 essays this book is written by experienced chairs deans and vice presidents who offer sensible advice based on personal experience and scholarly research Each essay tackles a different aspect of people management explaining the dimensions and subtleties of the issue as well as offering targeted suggestions and resources Topics include An analysis of how self understanding is essential to any leader Strategies for working with faculty and staff in a sincere and authentic manner Approaches to positive leadership Tips on achieving consensus among faculty Advice on conducting departmental or college meetings that create cohesion The different types of detractors or difficult individuals and how best to deal with them An explanation of how to eliminate negative defenses Evaluations as useful for enhancing faculty performance and satisfaction Ways in which to build and maintain faculty morale This book offers readers a practical guide on how to better manage faculty and staff in order to realize shared visions and positively impact their institutions

Change Leadership in Higher Education Jeffrey L. Buller, 2015 This book applies positive and creative leadership principles to the issue of leading change in higher education providing a blueprint for how administrators and faculty members can change the process of change at their institutions By examining four different models of change redefining existing approaches to leadership and offering ten analytical lenses through which to examine academic change the book presents an entirely different way of thinking about change

The School Administrator, 1992

The Department Chair Field Manual Donald Chu, 2021 The Academic Chair's Handbook Daniel W. Wheeler, 2008-04-18 The Academic Chair's Handbook Every aspiring new and experienced chairperson will benefit from this rich resource of many integrated and well tested strategies that foster faculty development and their own development Larry A Braskamp professor emeritus Loyola University Chicago This second edition of The Academic Chair's Handbook provides an updated comprehensive and practical guide for academic department chairs and division heads at both two and four year institutions This essential resource includes new material on a variety of topics such as technology funding and resources departmental climate and quality assessment and accreditation and describes several

strategies department chairs can use to build a positive work environment that fosters professional growth of both faculty and chairs The book s self assessment inventory can help determine which strategy is most appropriate for a particular situation While the strategies are upbeat positive and developmental they clearly address the often harsh political realities involved in chairing academic departments *How to Chair a Department* Kevin Dettmar,2022-09-20 This practical guide breaks down the job of chairing a department into its component parts and responsibilities and then offers advice on the many aspects of the job Journal of Physical Education and Recreation ,1977 *The Art of Decision Making* Patricia R. Plante,1987 **Legal Information Buyer's Guide and Reference Manual** Kendall F. Svengalis,Rhode Island LawPress,2008

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