
Chairing the Academic Department

Leadership among Peers

Second edition

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Chairing An Academic Department

Jeffrey L. Buller



Chairing An Academic Department:

Chairing the Academic Department Allan Tucker, 1981 *How to Chair a Department* Kevin Dettmar, 2022-09-20 A practical accessible handbook for chairing a department Over the course of a typical academic career most faculty will serve at least one term as chair of a department It s a leadership and service role that s at the very heart of faculty satisfaction and student success yet few receive any training on how to do the job How to Chair a Department is a practical accessible handbook for new and prospective chairs providing both principles and practices for effective departmental leadership Based on his dozen years of chairing departments Kevin Dettmar provides invaluable advice on hiring tenure track and visiting faculty mentoring faculty colleagues at every stage of their careers working with staff and other departmental administrators managing department resources and budgets meeting the needs of students dealing with stress and conflict connecting the department to the larger university or college as a whole overseeing the department s curricula maintaining a scholarly or creative profile preparing for career moves after chairing a department How to Chair a Department demystifies this important faculty position and argues that the role of chair though sometimes seen as a burden can prove to be a genuine opportunity for personal and professional growth

The Essential Department Chair Jeffrey L. Buller, 2011-12-01 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

Chairing an Academic Department Walter H. Gmelch, Val D. Miskin, 1995-08-25 You have just been selected to chair your department Now a thousand questions and challenges await you How do you recruit new qualified faculty How do you balance your time between managing a department and pursuing your own academic research How do you allocate department resources How do you prepare the budget The answer to these and other vital questions confronting chairs of academic departments are clearly answered in

this practical volume Authors Walter Gmelch and Val Miskin describe all the basic tools necessary to being an effective academic chair From recruiting and developing strong faculty to juggling the dual role of manager and scholar this book covers every aspect of chairing an academic department

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 Primer Don Chu,2011-12-22 If higher education is to fulfill its vital social mission new department leaders must be prepared for their positions and get up to speed on the basics quickly educating themselves about the role and continuing to learn on the job In this second edition of his classic resource Don Chu outlines the proven ideas and strategies new department chairs need in order to do their jobs well Thoroughly revised and updated *The Department Chair Primer* contains information that addresses the current pressures and challenges in higher education and offers practical suggestions for responding to them Filled with illustrative examples the book gets straight to the heart of challenges and issues Each chapter details a particular problem includes a brief introduction to the topic and provides tips on how to deal with the situation Covering a wealth of topics *The Department Chair Primer* Explores the chair s role as department leader Offers suggestions for handling stress and conflict Includes information on budgeting resource management and development Contains strategies for professional development people management and working with challenging personnel Presents ideas for handling department communications student development and strategic positioning Written in a concise and accessible manner *The Department Chair Primer* is an ideal resource for the busy new department chair

Chairing the Academic Department Allan Tucker,1993-06-01 **The Essentials for New**

Department Chairs Carolyn Allard,2011-10-04 As a new department chair you face many challenges chief among them that you likely received little or no formal training in academic leadership You may feel that you face these challenges alone but in fact a wealth of information and time tested techniques have been collected over the years from experienced academic administrators For the first time this booklet brings together some of the best guidance and strategies that have appeared in The Department Chair resulting in a collection that is highly relevant to a new chair s work The advice contained in these pages can help you build the skills necessary to successfully lead your department This booklet is full of practical advice that can be put to use immediately and each article is concisely written so you won t have to spend valuable time searching for a solution or technique Whether you re looking for information on how to work more effectively with your dean how to better manage your time how to conduct successful department meetings or how to best facilitate change this booklet will help it covers all these topics and more from the basics to the specifics This booklet is structured to provide guidance in four critical areas chair as leader getting started managing conflict and helping faculty and students thrive The articles were selected to provide you with timely comprehensive information They detail effective practice and represent the best most innovative thinking on topics and situations you will regularly encounter This essential resource will become your personal guide as you navigate the responsibilities of your new role as department chair *Special Issues in Chairing Academic Departments*

Carolyn Allard,2011-10-11 Chairing an academic department comes with a multitude of responsibilities in a wide variety of areas As a new department chair you immediately confront many of the basics of academic leadership managing budgets supporting faculty resolving conflict and facilitating change to name a few of the topics covered in The Essentials for New Department Chairs the companion to this booklet This collection is designed to help you navigate the further intricacies of your role Bringing together in one place for the first time sound advice and proven strategies from experts in the field these articles from The Department Chair provide practical tips on such topics as post tenure review work life balance for faculty fundraising departmental planning and preparing your administrative r sum Every selection contains easily accessible strategies and advice that you can put to use immediately The range of articles covers the important functions of academic departments and the authors impart the skills and thinking you need to enhance your leadership capabilities For brand new department chairs this booklet will provide you with an overview of the complexities of the chair role For those chairs with a year or two more experience this booklet will provide direction and guidance as you delve more deeply into your responsibilities Designed to provide a wealth of strategies in five crucial areas faculty recruitment and evaluation faculty mentoring and development enhancing teaching and building community departmental initiatives and chair development and next steps the expert advice and field tested techniques presented here offer essential insights into this important chair work This collection will equip you with lessons to draw from and best practices for leading into the future The Department Chair Primer Don Chu,2006 What do chairs need to know from their very first day on the job Research has shown that most

chairs receive little or no training to prepare them for the demands of their new roles The Department Chair Primer provides the practical information that chairs need to do their jobs well Many of the book s ideas come from practicing chairs and are proven strategies for dealing with a variety of issues Each chapter details a particular problem chairs face includes a brief introduction to the topic provides tips on how to deal with the situation and concludes with study questions Its concise format is ideal for busy chairs who need a brief but informative resource they can turn to for solutions to particular problems The book can also serve as the basis for group discussions on campus

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

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

Chairing Academic Departments N. Doug Lees,2006 What role does the position of department chair occupy in higher

education today Once characterized as largely a management function the 21st century department chair is now facing a host of emerging challenges that require additional skills and fresh approaches to fulfilling the role In Charing Academic Departments the author offers experience based suggestions for new existing and potential chairs as they face a higher education enterprise that is undergoing significant change While acknowledging that many traditional responsibilities and expectations will remain unaltered the author also identifies several dynamic functions from entrepreneurial work and fundraising faculty evaluation and motivation student recruitment and retention problem solving and interpersonal interactions such as advising meditating and mentoring The author navigates the changes arising in the role of department chair by offering valuable insight in the following areas Characteristics of effective department chairs How to work with and advocate for internal constituents Managing and disseminating information Recruiting retaining and evaluating faculty Fiscal responsibility and strategic planning Benefits of serving as department chair Planning to exit the chair position While the position of department chair will continue to evolve Charing Academic Departments equips readers with the situational understanding and practical advice they need to meet the demands of tomorrow

The Life Cycle of a Department Chair

John H. Schuh, 2004-07-08 This monograph identifies examines and analyzes selected issues related to the career development of the department chair with a special focus on how colleges and universities can assist faculty in preparing themselves for this role and how chairs can be supported during their term of service Chapters examine how chairs can continue to develop their skills while serving in this leadership role and how they can prepare themselves for academic life after they conclude their administrative duties as chair This is the 126th issue of the Jossey Bass quarterly report series New Directions for Higher Education

Time Management for Department Chairs

Christian K. Hansen, 2011-06-01 Department chairs who have asked themselves the question Who knows where the time goes should ask Christian Hansen for the answer His book Time Management for Department Chairs will help chairs maximize the investment of their most important resources their time focus and energy Don Chu author The Department Chair Primer Department chairs take note Hansen s Time Management for Department Chairs can change your life in just three hours Written by a seasoned academic chair the author offers practical ideas and strategic advice about how to increase your day to day effectiveness and sanity by using proven approaches to managing expectations organizing tasks running meetings monitoring communication controlling calendars avoiding interruptions containing crises and everything else in between If you want to learn how to strike a better work life balance this book should be at the top of your reading list Christine Licata senior associate provost Rochester Institute of Technology It s about time the resource department chairs have the least of and what faculty want the most Christian Hansen s book is filled with insights techniques and artful strategies to help chairs maximize their time while working effectively with faculty and balancing their personal and professional lives This book is a life saver Walter Gmelch dean University of San Francisco

The Department Chair Primer

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vital social mission new department leaders must be prepared for their positions and get up to speed on the basics quickly educating themselves about the role and continuing to learn on the job In this second edition of his classic resource Don Chu outlines the proven ideas and strategies new department chairs need in order to do their jobs well Thoroughly revised and updated *The Department Chair Primer* contains information that addresses the current pressures and challenges in higher education and offers practical suggestions for responding to them Filled with illustrative examples the book gets straight to the heart of challenges and issues Each chapter details a particular problem includes a brief introduction to the topic and provides tips on how to deal with the situation Covering a wealth of topics *The Department Chair Primer* Explores the chair's role as department leader Offers suggestions for handling stress and conflict Includes information on budgeting resource management and development Contains strategies for professional development people management and working with challenging personnel Presents ideas for handling department communications student development and strategic positioning Written in a concise and accessible manner *The Department Chair Primer* is an ideal resource for the busy new department chair

The Department Chair Alan T. Seagren, John W. Creswell, Daniel W. Wheeler, 1993-02-14 This monograph explores the changing role of the academic department chair in the areas of leadership influence and faculty development The paper uses research insights to explore the situation of an academic chair who is squeezed between the demands of upper administration and the expectations of faculty staff and students Studies of the roles and responsibilities of chairs consistently show that the role is ambiguous unclear in authority and difficult to classify as faculty or administrator The tradition of faculty ownership dictates that chair leadership must emphasize empowering activities The most effective use of political influence and power understands the political forces and processes of the institution and maneuvers groups and coalitions to achieve the autonomy and control necessary to a strong department Faculty evaluation provides a chair with a powerful opportunity for developing quality In addition the chair must recognize how institutional type history and culture model of governance and discipline can influence what is expected In the coming years chairs will need a program of professional development on many fronts to acquire the skills to address the complex challenges they will face Contains over 200 references JB

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

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Chairing the Academic Department Timothy J. Delmont,2001 **Time Management for Department Chairs** Christian K. Hansen,2011-07-26 Department chairs who have asked themselves the question Who knows where the time goes should ask Christian Hansen for the answer His book Time Management for Department Chairs will help chairs maximize the investment of their most important resources their time focus and energy Don Chu author The Department Chair Primer Department chairs take note Hansen s Time Management for Department Chairs can change your life in just three hours Written by a seasoned academic chair the author offers practical ideas and strategic advice about how to increase your day to day effectiveness and sanity by using proven approaches to managing expectations organizing tasks running meetings monitoring communication controlling calendars avoiding interruptions containing crises and everything else in between If you want to learn how to strike a better work life balance this book should be at the top of your reading list Christine Licata senior associate provost Rochester Institute of Technology It s about time the resource department chairs have the least of and what faculty want the most Christian Hansen s book is filled with insights techniques and artful strategies to help chairs maximize their time while working effectively with faculty and balancing their personal and professional lives This book is a life saver Walter Gmelch dean University of San Francisco

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Table of Contents Chairing An Academic Department

1. Understanding the eBook Chairing An Academic Department
 - The Rise of Digital Reading Chairing An Academic Department
 - Advantages of eBooks Over Traditional Books
2. Identifying Chairing An Academic Department
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Chairing An Academic Department
 - User-Friendly Interface
4. Exploring eBook Recommendations from Chairing An Academic Department
 - Personalized Recommendations
 - Chairing An Academic Department User Reviews and Ratings

- Chairing An Academic Department and Bestseller Lists
- 5. Accessing Chairing An Academic Department Free and Paid eBooks
 - Chairing An Academic Department Public Domain eBooks
 - Chairing An Academic Department eBook Subscription Services
 - Chairing An Academic Department Budget-Friendly Options
- 6. Navigating Chairing An Academic Department eBook Formats
 - ePub, PDF, MOBI, and More
 - Chairing An Academic Department Compatibility with Devices
 - Chairing An Academic Department Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Chairing An Academic Department
 - Highlighting and Note-Taking Chairing An Academic Department
 - Interactive Elements Chairing An Academic Department
- 8. Staying Engaged with Chairing An Academic Department
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Chairing An Academic Department
- 9. Balancing eBooks and Physical Books Chairing An Academic Department
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Chairing An Academic Department
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Chairing An Academic Department
 - Setting Reading Goals Chairing An Academic Department
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Chairing An Academic Department
 - Fact-Checking eBook Content of Chairing An Academic Department
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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