



managing people

a guide for department chairs and deans

Deryl R. Learning
Editor

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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

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

The Intentional Dean John C. Alessio, 2017-04-07 Cover Half Title Title Page Copyright Page Dedication Table of Contents List of Tables Preface Acknowledgments 1 Taking the Fall into Deanship Making the Decision 2 Making the Deanship Happen Finding the Open Position 3 Getting the Call 4 Teach Me My Job Andrea 5 Setting Your Own Agenda 6 Budgeting and Budget Related Activities 7 Personnel Requests 8

Promotion and Tenure 9 Disciplinary Actions 10 Merit Pay 11 Austerity and Academia 12 Knowing When to Move On Index

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.

Academic Leadership and Governance of Higher Education James T. Harris, Jason E. Lane, Jeffrey C. Sun, Gail F. Baker, 2023-07-03 Winner of the 2012 ASHE CAHEP Barbara Townsend Lecture Award. To prosper and thrive in an increasingly unpredictable national and global environment, U.S. higher education will need to adapt, innovate, and evolve once again, as it has during every major societal change over the past four centuries. The purpose of this new edition, published a turbulent decade after the first, is to provide institutional leaders, from department chairs to trustees, with a broad understanding of the academic enterprise, strategic guidance, and key principles to assist them in navigating the future and drive the success of their institutions as they confront the unimagined. Recognizing that the hallmark of higher education in the U.S. is the diversity of institution types, each of which is affected differently by external and internal influences, the authors provide examples and ideas drawn from the spectrum of colleges and universities in the not-for-profit sector. This book covers the major functions and constituent departments and units within institutions, the stakeholders from students and faculty through the echelons of administration, the external environment of elected officials, foundations, philanthropists, and the new, changing media and innovations in teaching technology, data analytics, legal frameworks, as well as economic, demographic, and political pressures. The book is informed by the proposition that adhering to four principles, which the authors identify as having enabled institutions of higher education to successfully navigate ever-changing and volatile pasts, will enable them to flourish in the coming decades. The four principles are: 1. Be mission-centric by making all key decisions

based on a core mission and set of values 2 Be able to adapt to environmental change in alignment with the mission and core values 3 Be committed to democratic ideals by seeking to promote them and modeling democratic practices on and off campus 4 Be models for inclusion equity and positive social change **Shaping Work-Life Culture in Higher Education**

Laura Koppes Bryan, Cheryl A. Wilson, 2014-07-11 Shaping Work Life Culture in Higher Education provides strategies to implement beneficial work life policies in colleges and universities As compared to the corporate sector higher education institutions have been slow to implement policies aimed at fostering diversity and a healthy work life balance which can result in lower morale job satisfaction and productivity and causes poor recruitment and retention Based on extensive research this book argues that an effective organizational culture is one in which managers and supervisors recognize that professional and personal lives are not mutually exclusive With concrete guidelines recommendations techniques and additional resources throughout this book outlines best practices for creating a beneficial work life culture on campus and documents cases of supportive department chairs and administrators A necessary guide for higher education leaders this book will inform administrators about how they can foster positive work life cultures in their departments and institutions

Creating Strategic Partnerships Marilyn J. Amey, Pamela L. Eddy, 2023-07-03 What are the characteristics and conditions that lead to successful educational partnerships What can we learn from partnerships that fail cannot be sustained over time or cease to benefit their partners This book serves as a guide to the successful implementation of partnerships It provides the context and tools for readers who are responding to the increasing demands of policy makers funders and institutional leaders to use partnerships to address local state and federal issues achieve external mandates meet public or internal agendas or pursue international collaborations This guide provides an evidence based framework for institutional and organizational leaders to develop the vision shared values and norms to achieve the partnership capital that will sustain an enduring relationship It offers a three phase model of the development process of collaboration together with a tool box for those charged with partnering and leading organizational change and includes a template for both creating new partnerships and sustaining existing ones The authors start by differentiating between traditional often ad hoc partnerships and strategic partnerships that align organizational strategy with partnership actions and by identifying the importance of moving beyond incremental or surface first order change to develop deep second order change through which underlying structures and operations are questioned and new processes emerge due to the partnership They offer analyses and understandings of seven key components for success exploring motivations developing partner relationships communicating and framing purpose creating collaborative structures and resources leading various partnership stages generating partnership capital and implementing strategies for sustaining partnerships Each chapter concludes with a case study to provide more understanding of the ideas presented and for use in training or classes This guide is addressed to policy makers and educational leaders college administrators and their non profit and business partners to enable them to lead and create

strategic partnerships and facilitate organizational change **Academic Administration** Sheying Chen, 2009 This book provides a comprehensive view of the administration of academic affairs and related areas in higher education as they pertain to a threefold institutional mission of teaching research and service It is a must read for new academic administrators It fills in a gap in required readings for higher education related majors and advanced degree programs For the seasoned academic administrator in a senior rank the book offers a systematic review of the big picture with sufficient depth and provoking analysis of challenging issues to help make progress toward reflective practice research undertaking and theoretical breakthrough The goal of the book is to be a most effective and efficient educational tool not just to help shorten the learning curve of the new and aspiring academic administrators but also to help renew critical thinking and creative leadership in existing academic administration 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

Effective Leadership Communication Mary Lou Higgerson, Teddi A. Joyce, 2007-01-15 Conflict can appear with varying degrees of intensity or hostility but if ignored or managed ineffectively it can slow or jeopardize an institution's success Chairs and deans who have leadership responsibilities to both administrators and faculty often find a significant portion of their jobs devoted to conflict management Their leadership success depends on their ability to effectively manage a variety of conflict laden situations and negotiate people's varying needs and personalities This book at its core is about communication strategies that support effective leadership First it shows how to establish a foundation for effective leadership communication next it discusses developing a fair and effective leadership communication style and finally it shows how to

employ leadership communication to manage especially difficult people from prima donnas to pot stirrers Each chapter contains a series of questions and prompts to guide readers through a hypothetical but realistic situation and encourages them to cultivate and practice the first person participant and third person observer roles By moving between these two perspectives readers will gain more insight into their own style of managing conflict and understanding of leadership This skill also permits academic leadership to have more strategic control over the communication in a particular situation thus empowering them to feel and to be more in control in every situation *Handbook of Research on Teacher Education and Professional Development* Martin, Christie,Polly, Drew,2016-09-23 With the ever changing climate of education around the globe it is essential that educators stay abreast of the most updated teaching methods and applications To do this fostering teacher education programs that include innovative practices and initiatives within the field is imperative The Handbook of Research on Teacher Education and Professional Development investigates current initiatives and approaches in educational programs Focusing on research studies and theoretical concepts on innovative projects related to teacher education and professional development programs this book is a pivotal reference source for academics professionals students practitioners and researchers Resources in Education ,1998 **Stanford Bulletin** ,2006 *Diverse Issues in Higher Education* ,2008-10 **Aerospace America** ,1996 **The Writers Directory** ,1996 Hispanic Business ,1986 **Journal of the American Veterinary Medical Association** ,1999 **Modern Healthcare** ,1984 **The Canadian Who's who** ,1999

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