The First 100 Days as an Academic Department Chair: Lessons from the Field

This session will highlight lessons learned from the presenter's first 100 days as an academic department chairperson. Topics covered will include: daily operations, faculty, students, alumni, enrollment, retention, academic planning, assessment, accreditation, compliance, governmental relations, articulations, technology, communications, marketing, community engagement, data management, budgeting, reporting, event planning, and initiatives.

During this session, participants will have the opportunity to hear about the experiences of a current academic department chairperson during her first 100 days in the role during the 2021-2022 academic year. Additionally, participants will have the opportunity to ask questions, share their experiences, and discuss additional/timely topics related to the role. We will talk about issues related to: transition planning, daily operations, moving the office from a paper heavy office to a digital format utilizing the Google Suite of products and Adobe Sign, the development of the first-ever department chair handbook on our college campus, moving the department to an entirely new building, developing a new department culture, and implementing numerous high-impact practices for students on and off campus. The presenter will additionally share resources for new chairs including content from books that were helpful including: Leadership Matters: Confronting the Hard Choices Facing Higher Education (2022), A Leadership Guide for Women in Higher Education (2021), A Guide for Leaders in Higher Education: Concepts, Competencies and Tools (2021), A Toolkit for Department Chairs (2015), The Department Chair: A Practical Guide to Effective Leadership (2022), Time Management for Department Chairs (2011), and The Department Chair Field Manual: A Primer for Academic Leadership (2021).

Key Words: operations, leadership, communication, collaboration, productivity