



New Chair Alliance: Chair Principles to Consider

Protect the institution and its integrity

Understand you represent the institution everywhere you are (people are always watching)

Acknowledge and deal with difficulties and difficult questions

Seek advice from institutional experts early for difficult problems– not after the fact

Hire people with a service attitude or orientation and be patient with the hiring process (wait for the right match)

Stay in the position because you make a difference, not for convenience

Highlight and celebrate successes

Learn from mistakes (not just avoiding them in the future, but what you learned)

Have an administrative mentor

Keep one eye on the future, and one on the day-to-day

Surround yourself with good people and empower them (don't micromanage)

Avoid surprises (don't blindsides upper administration)

Have potential solutions in mind when discussing issues/problems with upper administrators

Keep department and institutional priorities upfront in your decisions



Frame and reframe issues in terms of departmental and institutional vision and goals

Facilitate a process that works and is productive (don't allow anyone in the department to have veto power over decisions)

Have agreed upon rules of engagement in place in meetings and for interactions

Use the governance structure to make decisions

Be transparent in your dealings and operations

Keep the focus on vision, mission, goals and programs not personalities

Maintain your scholarship in some form

Build partnerships and share credit

Realize it is not about you (put your ego aside)

Build evaluation into your programs and activities from the very beginning

Keep sharpening the saw (experience and development)

Be good to yourself