

Full Text Description of Presentation

Department chairpersons are charged with many responsibilities including conflict resolution, planning and leading meetings, completing and submitting paperwork, budget decisions, hiring decisions, and overseeing mentoring, promotion, and tenure processes. Many books and articles have been written about how to navigate a department chair's workload but attention on strategic planning has been limited. Strategic planning is an effective approach to leading departments. A strategic plan can identify short and long-term objectives, create action plans, prioritize resource allocation, identify the strengths and weaknesses of the department, identify distinct managerial tasks at the chair's level, and create clear benchmarks of a chair's achievements.

The session will focus on strategic planning as a means of organizing and completing a department chairs multiple duties. The session will cover some of the research findings on department chair leadership, identify how strategic planning can be an effective method for chairs to increase productivity and reduce workload, and provide suggestions for implementing a strategic plan. Suggestions will focus on the important steps in creating a strategic plan, the pitfalls of departmental strategic planning, and identifying and involving key stakeholders. The main activity for audience involvement will be questions to the participants and open discussion about ways that strategic planning may already be a part of their approaches to leading departments. Handouts will also be distributed and completed by participants during the session in order to help them start to think about their strategic plan.