

NEW AND NEW-TO-YOU: TRANSITIONING TO A NEW CHAIR POSITION

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Session Outline

- Introduction
 - Abstract and purpose
 - Survey of audience
 - Experience/situation
 - Desired outcomes
- History
 - Learn the history of your unit
 - Especially the administrative history
 - Key leaders, key accomplishments
 - Learn when faculty were hired and which retirements affected the unit
 - Points of pride for your unit (advocacy)
 - Learn the history of your institution
 - Leadership transitions and their causes
 - How your unit fits in
 - Points of pride for your institution (advocacy)
- Learning the Lingo
 - The importance of appropriate terminology
 - Lingo to learn
 - Acronyms
 - Fiscal terminology
 - Other items important to administrators
- Information portals
 - Which portals do you need to learn?
 - Types
 - Fiscal
 - Advising/Scheduling
 - Institutional data
 - Other reports
- Managing the transition
 - Leadership vs. management
 - Immediate Issues
 - What needs to happen right now?
 - Future Issues
 - Low hanging fruit
 - Long-term fixes

- Ongoing challenges
- Learning how to lead the faculty
 - Getting to know your faculty
 - New chair: how do your faculty respond to leadership?
 - New institution: much more involved
 - Areas of expertise
 - History at institution
 - Modes of communication
 - Past issues
 - How do they respond best to leadership?
- Establishing your leadership style
 - Introduction to leadership styles
 - Talking about your leadership style
- Administrative Best Practices
 - Planning
 - Time management
 - Addressing personnel issues
- Practical Suggestions
 - Seek training
 - On-campus
 - Workshops and conferences
 - Seek advice
 - On-campus administrative colleagues
 - Administrative mentors
 - Read leadership books
 - Specific suggestions
 - Learn to think like a leader
- Final thoughts