

Developing a Succession and Transition Plan for Chairs

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Our Experiences

In a 1 year period, we changed positions
3 times.

Sabbatical, Reverse Sabbatical, then
Promotion to Dean's Office

Finding the next one

Formal

Associate Chair

Support for other Leadership Positions

Informal

Chair Search Committees

The “Friday” Chair

Challenges for the Outgoing Chair

You are going to have that feeling that you should get everything done before the next chair comes in.

You won't get it all done and that is fine.

Incoming Chair Challenges

Paperwork

Adjustment in relationships.

Making the department yours.

That feeling you need to know everything and always be available.

Tools We Used

- Consultation & Warning
- Administrative Assistant
- Professional Friendship
- Meetings (informal and retreats)
- Forward or CC: on E-mails
- Continuing relationship was established for us with Dean's Office

What About Next Time?

- Solve the personnel issues. (ex. Reappointments, Promotion & Tenure)
- More discussion of the budget.
- Identify what can go from the last chair.
- “Does this decision make this job harder for the next person?”
- Memos, Checklists, Calendar

Share Your Experiences