



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

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New Orleans, Louisiana
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1. Welcome and Introductions
2. Resources/Presentation Materials
3. Icebreaker: The Chair
4. Session Key Words:
 - Operations, Leadership, Communication, Collaboration, Productivity



Getting Started

1. Transition Planning with Retiring Chairperson
2. Academic Leadership/Management Training
3. Department Chair Handbook
4. Building Background Knowledge
5. Assuming the Role of Department Chairperson During a Global Pandemic, Other Weird Things and Some Funny Stories
6. Chairing Two Departments
7. 18 Years at the College, Serving on BOD of PAC-TE, Full Professor, Kids in College, Supportive Partner.



New Things!

1. New Building
2. New Classrooms and Supplies
From Desks to Tables for Collaborative Learning
3. New Department Bulletin Board
4. New Offices in One Area
5. New Administrative Assistant
6. New Main Office Hospitality Bar: Building Culture
7. New Logo
8. New Open House Slide Deck
9. New Website in Google Sites: First on Campus
10. New Spirit Sale
11. New Headshot, Business Cards, Name Badge,
Catalog Updates, Website Updates
12. New Faculty
13. New Student Assistants
14. Not prepared for.....screen time, sitting, new
pounds, new BMI, and loneliness.

Loneliness/Long Days/Learning to Be Alone in the Building/Safety



Planning and Organization

1. From Professor Planner/Lecture Outline to Department Chair Planner (Canva)
2. From Papers and Files to Digital Organization in Google Drive Folders, Sheets, Slides, Forms, Calendar, and Classroom
3. Taking over during a departmental PDE major program review/accreditation year, new general education curriculum at the college, Middle States Accreditation, new student retention software, Faculty Governance Chair election and BOT meetings, laptop issues, and other fun stuff
4. All of the dashboards!
Cyber Recruiter, PerformYard, Canvas, Portal, inSITE, Budgeting, Jenzabar, Title II, TIMS, etc.



○ Making Lists/Department Chair Handbooks
Online/All the Things

Daily/Daily Operations/General Leadership
Equipment/Supplies

Faculty

Faculty Meeting Prep (Agenda and Links)

Students: High-Impact Practices

Alumni/Supporting Alumni

Enrollment Management

○ Retention

Academic Planning/Curriculum Development

Assessment

Accreditation/Compliance

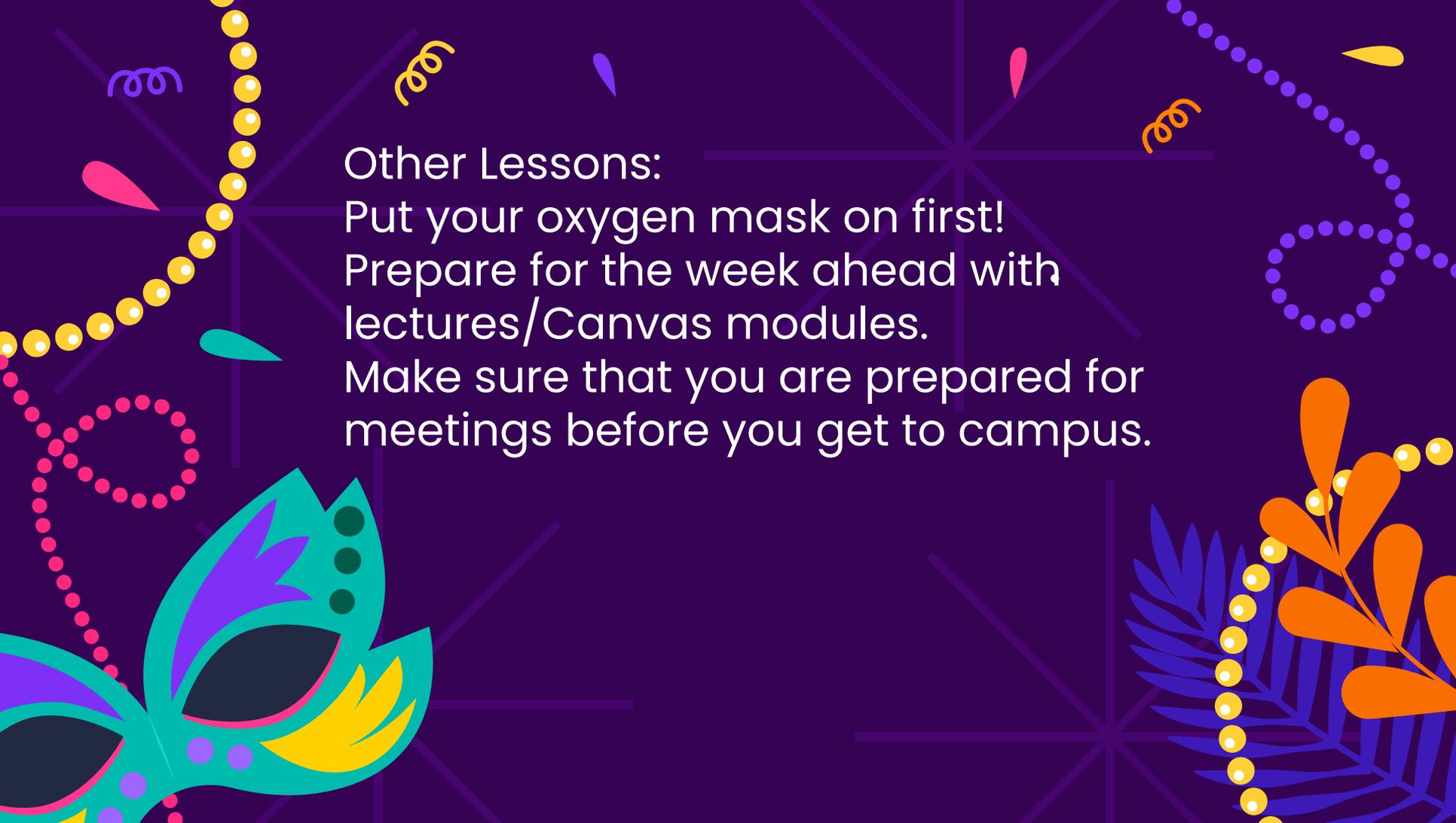
Governmental Relations/Legislation

- Articulations
- Classroom/Online Technology Updates
- Communications/Collaboration/Website/
Social Media
- Marketing
- Community Engagement/Service-Learning
- Data Management
- Finances/Budgeting
- Reporting/Preparing Reports
- Data Management/Records
- Event Planning
- Initiatives
- Search Committees
- Onboarding
- Student Assistants/Administrative Assistant

Sharing: Best Practices

Canva Planner
Google Drive Set Up





Other Lessons:

Put your oxygen mask on first!
Prepare for the week ahead with
lectures/Canvas modules.

Make sure that you are prepared for
meetings before you get to campus.

Resources

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)

The Department Chair Field Manual: A Primer for Academic Leadership (2021)

Academic Chairpersons Conference

Academic Leader

Online Resources and Journals

General Leadership Skill Development

2 Hour Commute: Podcasts, Ted Talks, Business Radio, Audiobooks



Discussion
Feedback
Questions
Sharing
Support