

Academic Leadership Development Program

Monthly Meetings 2017-2018

Month	Topics
August 9	Introduction to the leadership development program Leadership style analysis Getting Started: University policies and procedures Campus resources for Chairs: who to contact Important calendar dates University culture
September 11	Scheduling courses in your department: tips and strategies for putting the puzzle together
October 9	Recruiting and hiring quality faculty University search process Working effectively with Human Resources in recruitment and hiring
November 13	Effective communication strategies to use with faculty, students, your Dean, and donors
January 8	Faculty evaluations: who does what, when? Annual performance evaluations Tenure and promotion RNTT instructor merit award Supporting junior faculty in the tenure and promotion process
February 12	Time management: Balancing scholarship and administration duties, while maintaining a personal life
March 12	Developing a culture of collegiality in your department Working with difficult faculty or staff
April 9	Handling and resolving complaints and conflicts with students, parents, and faculty
May 14	Effective budgeting practices Finding resources for department needs
Summer	Optional summer book study with all chairs