

# **TIME MANAGEMENT FOR DEPARTMENT CHAIRS**

**CHRISTIAN K. HANSEN**



# Time Management For Department Chairs

**Daniel W. Wheeler**



## **Time Management For Department Chairs:**

**Time Management for Department Chairs** Christian K. Hansen, 2011-07-26 Department chairs who have asked themselves the question Who knows where the time goes should ask Christian Hansen for the answer His book Time Management for Department Chairs will help chairs maximize the investment of their most important resources their time focus and energy Don Chu author The Department Chair Primer Department chairs take note Hansen s Time Management for Department Chairs can change your life in just three hours Written by a seasoned academic chair the author offers practical ideas and strategic advice about how to increase your day to day effectiveness and sanity by using proven approaches to managing expectations organizing tasks running meetings monitoring communication controlling calendars avoiding interruptions containing crises and everything else in between If you want to learn how to strike a better work life balance this book should be at the top of your reading list Christine Licata senior associate provost Rochester Institute of Technology It s about time the resource department chairs have the least of and what faculty want the most Christian Hansen s book is filled with insights techniques and artful strategies to help chairs maximize their time while working effectively with faculty and balancing their personal and professional lives This book is a life saver Walter Gmelch dean University of San Francisco The Essentials for New Department Chairs Carolyn Allard, 2011-10-04 As a new department chair you face many challenges chief among them that you likely received little or no formal training in academic leadership You may feel that you face these challenges alone but in fact a wealth of information and time tested techniques have been collected over the years from experienced academic administrators For the first time this booklet brings together some of the best guidance and strategies that have appeared in The Department Chair resulting in a collection that is highly relevant to a new chair s work The advice contained in these pages can help you build the skills necessary to successfully lead your department This booklet is full of practical advice that can be put to use immediately and each article is concisely written so you won t have to spend valuable time searching for a solution or technique Whether you re looking for information on how to work more effectively with your dean how to better manage your time how to conduct successful department meetings or how to best facilitate change this booklet will help it covers all these topics and more from the basics to the specifics This booklet is structured to provide guidance in four critical areas chair as leader getting started managing conflict and helping faculty and students thrive The articles were selected to provide you with timely comprehensive information They detail effective practice and represent the best most innovative thinking on topics and situations you will regularly encounter This essential resource will become your personal guide as you navigate the responsibilities of your new role as department chair *The Department Chair Primer* Don Chu, 2012-02-07 If higher education is to fulfill its vital social mission new department leaders must be prepared for their positions and get up to speed on the basics quickly educating themselves about the role and continuing to learn on the job In this second edition of his classic resource Don Chu outlines the proven ideas and

strategies new department chairs need in order to do their jobs well Thoroughly revised and updated The Department Chair Primer contains information that addresses the current pressures and challenges in higher education and offers practical suggestions for responding to them Filled with illustrative examples the book gets straight to the heart of challenges and issues Each chapter details a particular problem includes a brief introduction to the topic and provides tips on how to deal with the situation Covering a wealth of topics The Department Chair Primer Explores the chair's role as department leader Offers suggestions for handling stress and conflict Includes information on budgeting resource management and development Contains strategies for professional development people management and working with challenging personnel Presents ideas for handling department communications student development and strategic positioning Written in a concise and accessible manner The Department Chair Primer is an ideal resource for the busy new department chair

*The Essential Department Chair* Jeffrey L. Buller, 2012-01-24 THE ESSENTIAL DEPARTMENT CHAIR This second edition of the informative and influential The Essential Department Chair offers academic chairs and department heads the information they need to excel in their roles This book is about the how of academic administration for instance how do you cultivate a potential donor for much needed departmental resources How do you persuade your department members to work together more harmoniously How do you keep the people who report to you motivated and capable of seeing the big picture Thoroughly revised updated and expanded this classic resource covers a broad spectrum of timely topics and is now truly more than a guide it's a much needed desk reference that tells you everything you need to know to be a department chair The Essential Department Chair contains information on topics such as essentials of creating a strategic plan developing and overseeing a budget key elements of fundraising preparing for the role of chair meeting the challenges of mentoring to increase productivity and creating a more collegial atmosphere The book also explores the chair's role in the search process shows how to conduct a successful interview and what to do when it's time to let someone go And the author includes suggestions for the best practices to adopt when doing an evaluation or assessment The Essential Department Chair Second Edition contains a wealth of new realistic case studies to equip leaders in this pivotal position to excel in departmental and institutional life

**Dear Department Chair** Stephanie Y. Evans, Stephanie Shonekan, Stephanie G. Adams, 2023-09-05 The collective's works including this volume serve as tools for faculty interested in administration current chairs seeking mentorship and upper level administrators working to diversify their ranks

Managing People Deryl R. Leaming, 2003-11-15 One of the most challenging responsibilities of being a college department chair or dean is to effectively manage the diverse and independent intellectuals that form the typical college faculty Many administrators not only complain about the amount of time they devote to grappling with problems between faculty and staff members but many also feel inadequately trained for resolving the problems they with which they are confronted Managing People helps administrators handle the challenges they face when dealing with everyday personnel management problems A collection of 13 essays this

book is written by experienced chairs deans and vice presidents who offer sensible advice based on personal experience and scholarly research Each essay tackles a different aspect of people management explaining the dimensions and subtleties of the issue as well as offering targeted suggestions and resources Topics include An analysis of how self understanding is essential to any leader Strategies for working with faculty and staff in a sincere and authentic manner Approaches to positive leadership Tips on achieving consensus among faculty Advice on conducting departmental or college meetings that create cohesion The different types of detractors or difficult individuals and how best to deal with them An explanation of how to eliminate negative defenses Evaluations as useful for enhancing faculty performance and satisfaction Ways in which to build and maintain faculty morale This book offers readers a practical guide on how to better manage faculty and staff in order to realize shared visions and positively impact their institutions *Leadership Skills for Department Chairs* Walter H.

Gmelch,Val D. Miskin,1993 Contains special chapter on coping with stress *The Department Chair's Role in Developing New Faculty Into Teachers and Scholars* Estela Mara Benisimon,Kelly Ward,Karla Sanders,2000-05-15 With the ranks of new incoming faculty likely to swell in coming years hiring new tenure track instructors and seeing them through to tenure is a department chair s responsibility that carries significant departmental and institutional consequences The Department Chair s Role in Developing New Faculty into Teachers and Scholars is designed to help chairs with the three critical stages of new faculty socialization recruitment and hiring developing faculty in the first year evaluating new faculty performance The authors offer concrete advice and activities model real life situations and provide examples of letters checklists and orientations that can be adapted to individual contexts This book provides the tools chairs need to adapt habit and intuition into effective management practices The authors advice will help new faculty succeed in their goals of teaching research and service and their new institutions while ensuring department chairs achieve the mission and objective of their own units and the campus and college as a whole A Short Course on Management and Leadership Skills for Geoscience Department Chairs and Institute Directors Sheila M. Moore,2001

The Life Cycle of a Department Chair John H. Schuh,2004-07-08 This monograph identifies examines and analyzes selected issues related to the career development of the department chair with a special focus on how colleges and universities can assist faculty in preparing themselves for this role and how chairs can be supported during their term of service Chapters examine how chairs can continue to develop their skills while serving in this leadership role and how they can prepare themselves for academic life after they conclude their administrative duties as chair This is the 126th issue of the Jossey Bass quarterly report series New Directions for Higher Education **The Department Chair** Alan T. Seagren,John W. Creswell,Daniel W. Wheeler,1993-02-14 This monograph explores the changing role of the academic department chair in the areas of leadership influence and faculty development The paper uses research insights to explore the situation of an academic chair who is squeezed between the demands of upper administration and the expectations of faculty staff and students Studies of the roles and responsibilities of chairs consistently show that the role is

ambiguous unclear in authority and difficult to classify as faculty or administrator The tradition of faculty ownership dictates that chair leadership must emphasize empowering activities The most effective use of political influence and power understands the political forces and processes of the institution and maneuvers groups and coalitions to achieve the autonomy and control necessary to a strong department Faculty evaluation provides a chair with a powerful opportunity for developing quality In addition the chair must recognize how institutional type history and culture model of governance and discipline can influence what is expected In the coming years chairs will need a program of professional development on many fronts to acquire the skills to address the complex challenges they will face Contains over 200 references JB *Law Office Management*, 1989 Law Office Management, 1989, 1989 **The Academic Chair's Handbook** Daniel W. Wheeler, 2008-04-18 The Academic Chair's Handbook Every aspiring new and experienced chairperson will benefit from this rich resource of many integrated and well tested strategies that foster faculty development and their own development Larry A Braskamp professor emeritus Loyola University Chicago This second edition of The Academic Chair's Handbook provides an updated comprehensive and practical guide for academic department chairs and division heads at both two and four year institutions This essential resource includes new material on a variety of topics such as technology funding and resources departmental climate and quality assessment and accreditation and describes several strategies department chairs can use to build a positive work environment that fosters professional growth of both faculty and chairs The book's self assessment inventory can help determine which strategy is most appropriate for a particular situation While the strategies are upbeat positive and developmental they clearly address the often harsh political realities involved in chairing academic departments

The Department Chair as Academic Leader Irene W. D. Hecht, 1999 This important new work will help department chairs faculty and administrators understand and address the increasing complexity of relationships within higher education as well as the growing influence of external factors The Department Chair as Academic Leader is a completely updated revision of Allan Tucker's seminal contribution Chairing the Academic Department last published in 1992 This work reflects the approach used in the ACE Workshops for Division and Department Chairs and Deans **Department Chair Leadership Skills** Walter H. Gmelch, Val D. Miskin, 2011 Authors Gmelch and Miskin have focused their academic careers on supporting and training chairs for one of the most challenging jobs in academia Both have written extensively and have conducted training workshops throughout the country Here they focus their efforts on the specific skills needed by chairs in order to effectively lead their departments In the first chapter authors Gmelch and Miskin clearly assert their concern for chairs and for their work The time of amateur administration where professors play musical chairs stepping occasionally into the role of department chair is over Too much is at stake in this time of change and challenge to let leadership be left to chance or taking turns The department chair position is the most critical role in the university and the most unique management position in America The search for solutions to academia's leadership dilemma leads us to realize that the academic leader is

the least studied and most misunderstood management position in America Leadership in academia has evolved into a complex array of specialized skills For department chairs this book becomes an individual leadership seminar complete with strategies and exercises that will foster growth and encourage professional fulfillment **Strengthening Departmental Leadership** Ann F. Lucas,1994-10-04 A first rate book well worth reading Ann Lucas has taken years of research and reflection and distilled them into an easily understood useful volume designed to help department chairs develop their leadership skills William E Cashin director Center for Faculty Evaluation and Development Kansas State UniversityThis book is a practical guide to developing the survival skills that chairs need in order to function as leaders and build cohesive teams in departments **Chairing Academic Departments** N. Doug Lees,2006 What role does the position of department chair occupy in higher education today Once characterized as largely a management function the 21st century department chair is now facing a host of emerging challenges that require additional skills and fresh approaches to fulfilling the role In Chairing Academic Departments the author offers experience based suggestions for new existing and potential chairs as they face a higher education enterprise that is undergoing significant change While acknowledging that many traditional responsibilities and expectations will remain unaltered the author also identifies several dynamic functions from entrepreneurial work and fundraising faculty evaluation and motivation student recruitment and retention problem solving and interpersonal interactions such as advising meditating and mentoring The author navigates the changes arising in the role of department chair by offering valuable insight in the following areas Characteristics of effective department chairs How to work with and advocate for internal constituents Managing and disseminating information Recruiting retaining and evaluating faculty Fiscal responsibility and strategic planning Benefits of serving as department chair Planning to exit the chair position While the position of department chair will continue to evolve Chairing Academic Departments equips readers with the situational understanding and practical advice they need to meet the demands of tomorrow Effective Leadership Communication Mary Lou Higgerson,Teddi A. Joyce,2007-01-15 Conflict can appear with varying degrees of intensity or hostility but if ignored or managed ineffectively it can slow or jeopardize an institution s success Chairs and deans who have leadership responsibilities to both administrators and faculty often find a significant portion of their jobs devoted to conflict management Their leadership success depends on their ability to effectively manage a variety of conflict laden situations and negotiate people s varying needs and personalities This book at its core is about communication strategies that support effective leadership First it shows how to establish a foundation for effective leadership communication next it discusses developing a fair and effective leadership communication style and finally it shows how to employ leadership communication to manage especially difficult people from prima donnas to pot stirrers Each chapter contains a series of questions and prompts to guide readers through a hypothetical but realistic situation and encourages them to cultivate and practice the first person participant and third person observer roles By moving between these two perspectives readers will gain more

insight into their own style of managing conflict and understanding of leadership This skill also permits academic leadership to have more strategic control over the communication in a particular situation thus empowering them to feel and to be more in control in every situation      *Departmental Management and Leadership* James Nielson,1992



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