

TIME MANAGEMENT FOR DEPARTMENT CHAIRS

CHRISTIAN K. HANSEN



Time Management For Department Chairs

Walter H. Gmelch, Val D. Miskin



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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

Facilitating a Collegial Department in Higher Education Robert E. Cipriano, 2011-06-24 Facilitating a Collegial Department in Higher Education Written for department chairs and deans this well researched resource offers a practical reference for how to create and sustain a more civil and harmonious departmental culture Filled with useful information including relevant case law the book gives readers what they need to know to enhance the climate culture and collegiality in an academic department as well as the university Praise for Facilitating a Collegial Department in Higher Education Bob Cipriano has provided a book that addresses department civility a critical ongoing problem in higher education The book is rich in examples best practices and strategies for dealing with individuals as well as ways to build collegial departments Not only is the book packed with information the author also has an engaging writing style and wit DANIEL W WHEELER higher education consultant professor emeritus and former head University of Nebraska Lincoln Pull out a fresh highlighter before opening this book Be prepared to immediately collect

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