

A TOOLKIT FOR COLLEGE PROFESSORS



JEFFREY L. BULLER AND
ROBERT E. CIPRIANO

Toolkit College Professors Robert Cipriano

Robert E. Cipriano, Jeffrey L. Buller



Toolkit College Professors Robert Cipriano:

A Toolkit for College Professors Robert E. Cipriano, Jeffrey L. Buller, 2015-12-15 A Toolkit for College Professors is designed to give new and established faculty members the skills they need in order to do their jobs more effectively. Combining case studies, scenarios, practical advice, and problem-solving activities, this book offers college professors a valuable resource for excelling in the classroom, lab, studio, library, and beyond. From teaching effectively to promoting student success, facilitating collegiality with their peers, conducting research, applying for tenure and promotion, and many other areas relevant to academic life today, A Toolkit for College Professors helps faculty members achieve their goals and avoid common pitfalls along the way.

Retaining Your Best College Professors Jeffrey L. Buller, 2021-10-15 Faculty recruitment is a major expense for colleges and universities, and schools devote a considerable amount of their resources to the hiring process. But many of these institutions fail to devote the same attention to retaining college professors. We've learned through many studies that it's far less expensive to retain a student you have than to recruit a new one. Why is this lesson not also applied to the college faculty? This book addresses why higher education currently has a faculty retention problem and then explores the strategies needed to address that problem. But now all faculty members are alike. Minority faculty members have their own retention challenges, as do highly competitive researchers, part-time and temporary faculty members who excel at teaching, and other key groups. The best ways to retain the junior faculty are not necessarily the best ways to retain mid-career and senior faculty. By examining best practices currently in place in higher education and then combining those insights with research conducted in the corporate world, the book encourages colleges and universities to develop a culture of retention that applies to students and faculty members alike.

Hire the Right Faculty Member Every Time Jeffrey L. Buller, 2017-06-22 Hire The Right Faculty Member Every Time is a concise guide for hiring authorities at colleges and universities. The book provides insight into the state of faculty hiring at colleges and universities today, advice on the best way to design positions, recommendations on how to conduct an interview, guidelines on how to make a decision about whom to hire, perspectives on what to remember when closing the deal, and hints about providing the right kind of orientation and onboarding services to new hires.

Best Practices for Faculty Search Committees Jeffrey L. Buller, 2017-01-24 The essential guidebook for effective faculty hiring committees. Best Practices for Faculty Search Committees presents a clear, direct action plan for faculty and administration involved in hiring. Written by a veteran university administrator, this book lays out a step-by-step process for selecting the right candidate for the job. Practical guidance on application review, interviewing, and evaluation walks you through established and effective methods, while case studies and examples from a variety of institutions provide insight into real-world implementation. Whether you're serving on a faculty search committee for the first time or simply seeking a more efficient route to the best candidate, this book provides invaluable guidance that can streamline the search and selection process. Tenure track and long-term opportunities don't come about every day, so it's

essential for hiring committees to make the correct choice While the search process may be codified to an extent by your institution there is still plenty of room for error or misjudgment this book helps you keep the process on track and moving forward until the best candidate is identified Develop criteria for efficient and informative application review Conduct in depth interviews that provide a clear picture of fit Evaluate final candidates on the most pertinent points for the job Most faculty search resources are technical in nature with little guidance on getting the job done properly and efficiently best practices tend to be unwritten and frequently verge into habit rather than critically evaluated method Best Practices for Faculty Search Committees provides clear concise concrete guidance for a more efficient effective and successful candidate search

Confronting Today's Issues Chad Prosser, Denise Spirou, Jeffrey L. Buller, 2019-12-10 This book examines some of the most important challenges facing administrators and other professionals in PreK 12 schools today safety and security hiring and evaluating members of the faculty and staff dealing with students academic and behavioral challenges assessing student performance responding to disengaged or overly engaged parents and handling external pressures from the community It also explores ideas for how to design the types of school our students will need in the future and cope with the realities of trying to develop these schools in a difficult educational environment Preferring practical advice over unsupported hypotheses and adopting clear instructive language rather than educational jargon the authors draw upon their own experience as well as some of the best research currently being conducted in the field of educational leadership The book is suitable for self study workshops education courses and in serve programs The target audience is current and prospective PreK 12 administrators teachers student teachers and staff

Authentic Academic Leadership Jeffrey L. Buller, 2018-02-23 The book explores how to build an approach to academic leadership based on your own personal values convictions and principles Rather than trying to assert that only certain values or even virtues are essential for good leadership the approach taken is to begin with who you really are your true self and then to build a leadership framework consistent with that identity that makes your institution or program stronger We explore why hypocrisy is damaging to any form of leadership but particularly so in higher education where values of scholarship and research are based on the confidence we have in others integrity As a result authenticity even more than such commonly promoted traits of leaders as vision courage and compassion becomes the core of effective leadership in the academy today Through hypothetical case studies and thought experiments the book challenges administrators to identify a small set of core values that truly define who they are as academic leaders and then to use those values as the basis for a philosophy of leadership that guides them through the turbulent changes occurring in higher education today

Managing Time and Stress Jeffrey L. Buller, 2018-09-30 The book provides a concise guide to how academic leaders can manage their time more efficiently and thus better cope with the stresses of their position Rather than focusing on theory or the causes of time and stress pressures for college administrators today the book focused on field tested approaches for achieving more of one's priorities and for

dealing with the pressures of academic leadership positions Academic leaders already know why they re running short of time and feeling stressed they don t want more analysis and theory but rather insights into how they can make things better The book is designed for use by individual academic leaders administrative teams in a retreat leadership workshops or training programs and courses in higher education leadership **Mindful Leadership** Jeffrey L. Buller,2019-03-12 This book applies the concept of mindfulness to the challenges faced by academic leaders such as department chairs deans provosts presidents or chancellors and faculty leaders In addition to instructing academic leaders how to become more mindful the book also provides clear and practical explanations about what mindful leadership means in the setting of higher education Unlike other books on mindfulness this work does not assume that the only pathway to becoming more mindful is meditation Although meditation is discussed as a technique the book also presents numerous others strategies for becoming a more mindful leader without a meditation practice The book is designed for use by individual academic leaders administrative teams in a retreat leadership workshops or training programs and courses in higher education leadership

Evaluating Boards and Administrators Jeffrey L. Buller,2020-11-01 Accrediting agencies and legislatures have become increasingly insistent that governing boards and upper administrators undergo regular evaluation at colleges and universities Institutions of higher education have a long history of evaluating faculty members and are familiar with best practices for doing so Offices of human resources include employees with experience in how staff members should be evaluated because these processes are well developed in the corporate world But how does a college or university effectively evaluate its governing board and who performs that process How are administrators particularly the chief executive officer and vice presidents evaluated fairly and effectively Since a majority of institutions are now required to perform these evaluations they re seeking advice and examples of best practices but there aren t resources available to provide these insights This book will address that critical need The target audience is college faculty and administrators particularly those who need to develop or improve a system for evaluating governing boards or administrators because of accreditation requirements or legislative mandate **Free Speech and Campus Civility** Jeffrey L. Buller,Robert E. Cipriano,2021-06-01 Many colleges and

universities are struggling to strike a balance between protecting free speech as a way of supporting their goal of academic freedom and promoting civility as a way of creating an environment where students can learn and faculty members can teach and conduct research There have been numerous recent incidents of audiences shouting down speakers burning books and demanding that specific students be expelled or faculty members be terminated In this highly fractious environment schools are wondering What works when seeking to attain the twin goals of permitting unrestricted speech but insisting on rules of decorum for debate and the exchange of perspectives This book explores what schools have actually attempted in some cases successfully and in some cases not successfully to address these issues It concludes that there are three primary strategies that tend to be effective treating challenges to free speech and campus civility as teachable moments exploring hypothetical

scenarios with students faculty members and administrators before there is a serious incident and approaching free speech and campus civility across the curriculum The book also surveys United States case law on the topics of free speech academic freedom the right to protest and similar subjects so as to provide faculty members and administrators with a concise resource filled with practical and accurate information **World-Class Fundraising Isn't a Solo Sport** Jeffrey L. Buller,Dianne M. Reeves,2016-12-19 An African proverb says If you want to travel fast travel alone If you want to travel far travel together World Class Fundraising Isn t a Solo Sport is about how to travel far in the world of academic development It provides practical field tested strategies for building strong academic development teams Using realistic case studies and innovative tools designed specifically for use in higher education the book serves as an operations manual for how faculty members academic administrators or development officers can best work together to achieve their fundraising goals

Going for the Gold Jeffrey L. Buller,Dianne M. Reeves,2016-11-07 What do faculty members academic administrators or development officers need to know if they want to be successful fundraisers in higher education Colleges and universities are such complex institutions that it is difficult for those who work in development to understand how the academic side of the institution operates and difficult for college professors and administrators to understand the technicalities and legal requirements that affect the development side of the institution *Going for the Gold* demystifies these worlds for anyone interested in higher education fundraising and provides practical field tested tools that everyone involved in academic development will want in his or her toolkit A Toolkit for Department Chairs Jeffrey L. Buller,Robert E.

Cipriano,2015-03-02 *A Toolkit for Department Chairs* is designed to give academic administrators the skills they need in order to do their jobs more effectively Combining case studies scenarios practical advice and problem solving activities the book offers chairs a valuable resource for negotiating the real life challenges they face as academic leaders Many of the case studies and scenarios included in this book have been field tested by the co authors in over thirty years of administrative training workshops Current and aspiring department chairs will discover many new tools that they can include in their administrative toolkits from this practical accessible book *A Toolkit for Department Chairs* works well as a personal resource as well as a training manual for leadership programs and textbook for pre and in service education for department chairs Some additional key features of this book include Practicality in that it offers specific strategies to address the many challenges faced by department chairs Adaptability for use as an individual study guide textbook for leadership programs or discussion guide for groups of academic administrators Utility in that it fills a demonstrated need in the field of higher education since 96 97% of current department chairs have received no formal training in their administrative responsibilities Easy of use through short sometimes humorous scenarios and case studies that cause readers to reflect on their own administrative approaches **The Essential Academic Dean or Provost** Jeffrey L. Buller,2015-09-04 The go to reference for academic leaders seeking practical answers to everyday challenges *The Essential Academic Dean or Provost* explains the

how of academic leadership providing a practical comprehensive reality based reference for almost any problem challenge or opportunity This updated second edition includes new chapters on the difference between leadership and management in higher education leadership in politically charged environments effective strategies for making decisions and working with associate deans or provosts plus new case studies new research and ten additional chapters available on the companion website Each topic deals concisely with the most important information deans and provosts need when faced with a particular situation providing both a comprehensive guide to academic leadership as well as a ready reference to be consulted as needed The role of a dean or provost at a modern university is extremely complex involving budgeting community relations personnel decisions management of a large enterprise fundraising and guiding a school college or entire institution toward a compelling vision of the future The details academic leaders have to deal with are numerous and critical and every little thing matters This invaluable guide provides the answers you need when you need them and gives you framework for successfully navigating your job s many competing demands Build support for a shared vision of the future Interact effectively with different internal and external constituencies Learn decision making techniques specific to the academic environment Set supervise and implement a budget that allows your programs to flourish Academic leaders need a handy focused reference that provides authoritative answers to the many issues and questions that arise every day With proven solutions to a multitude of challenges The Essential Academic Dean or Provost shows academic leaders what they need to know in order to successfully guide their institutions into the future

Facilitating a Collegial Department in Higher Education Robert E. Cipriano, 2011-08-16 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 practical usable tools for building civility in your department from an experienced chair and successful workshop presenter SHARON BROOKSHIRE director of conferences Division of Continuing Education Kansas State University Department chairs greatest job dissatisfaction emanates from colleagues in conflict Bob Cipriano teaches and guides us first how to deal with toxic colleagues and then how to turn your department into a collegial environment WALTER GMELCH dean School of Education University of San Francisco

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Toolkit for College Professors is designed to give new and established faculty members the skills they need in order to do their jobs more effectively Combining case studies scenarios practical advice and problem solving activities this book offers college professors a valuable resource for excelling in the classroom lab studio library and beyond From teaching effectively to promoting student success facilitating collegiality with their peers conducting research applying for tenure and promotion and many other areas relevant to academic life today A Toolkit for College Professors helps faculty members achieve their goals and avoid common pitfalls along the way

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 Risk in High-Stakes Faculty Employment Decisions Julee T. Flood, Terry L. Leap, 2018-11-15 Understanding the risks involved in hiring new faculty is becoming increasingly important In Managing Risk in High Stakes Faculty Employment Decisions Julee T Flood and Terry Leap critically examine the landscape of US institutions of higher learning and the legal and human resource management practices pertinent to college and university faculty members To help minimize the potential pitfalls in the hiring and promotion processes Flood and Leap suggest ways that risk management principles can be applied within the unique culture of academia Claims of workplace harassment and discrimination violation of free speech and other First Amendment rights social movements decrying unequal hiring practices and the growing number of non tenure track and adjunct faculty require those involved in hiring and promotion decisions to be more knowledgeable about contract law best practices in hiring and risk management yet many newly appointed administrators are often not sufficiently trained in these matters or in understanding how they might be applied in an academic setting Human resource departments hiring committees department chairs and academics seeking faculty jobs need resources such as Managing Risk in High Stakes Faculty Employment Decisions now more than ever Outlines critical issues affecting U S higher education Analyzes the social and psychological biases that can arise during hiring promotion and tenure decisions Discusses contract and constitutional law from the perspective of institutions of higher learning Illustrates complex interactions that shape contractual constitutional and collegial issues in institutions of higher learning Examines contract rights and controversies for tenured and tenure track faculty Describes how risk management processes can help to deal with these complicated but critical issues Addresses constitutional issues associated with academic freedom and free speech on campus Investigates the nebulous but important issue of collegiality Discusses the future for institutions of higher learning in hiring faculty

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