Introductions
1. Name and department
2. How long you’ve been Department Chair

Some aims of these workshops
1. Share information and network
2. Expand knowledge of leadership and chair expectations (per UC policy)
3. Provide updates from UCOP or senior UCM leadership
4. Identify issues that need attention

Highlights from June 2020 chair survey
- Workshops useful: 80%
- Frequency: about right: 87%
- Time allocation: about right: 80%
- Feel supported by Dean: 80%
- Feel supported by staff: 80%
- Familiar w. APM 245 duties: 87%
- Meeting with profs one or more times a semester: 73%

Challenges: COVID-19 disruptions and extra work beyond standard duties; climate issues
Successes: Recruitment; award recognitions; large research grants; cultivated and maintained good department culture; visited faculty home w. COVID-19
Other support from VPF? 1:1 meetings w. VPF; more say on administrative and university processes; more autonomy in decisions in budget; more financial responsibility; staff
Suggested topics for future workshops: Administrators (EVC, Chancellor, EVC/Provost, dean panel); visitors from other UCs; managing conflict and climate issues; mentoring early career faculty of color; handling committee assignments; writing transmittal letters; time management and prioritization
Suggested topics for future workshops: Go through list of chair duties and have workshops on them: how to recruit; how to communicate; how to work with administration; how to work with students; how to deal with disputes; how to handle issues (permanent solutions)

2020-21 Chairs Workshop #1
Supporting Early Career Faculty
Office of Vice Provost for the Faculty
Department chairs meeting with CAP, VPF, APO

September 3, 11-12  https://ucmerced.zoom.us/j/98491583702
Ashlie Martini, CAP Chair
Simrin Takhar, Principal Analyst
Teenie Matlock, VPF
Kelly Anders, Assistant VP of Academic Personnel

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Workshop #2  SEPTEMBER 23  Noon
Herbie Lee, Senior Leadership, UCSC
Discussion topic: How to be an effective leader

Herbert Lee, Professor of Statistics in the Jack Baskin School of Engineering, has been Vice Provost for Academic Affairs (VPAA) at UCSC for 10 years.

As VPAA, Lee provides administrative leadership in key academic areas, including program development and review, resource allocation, leadership development, accreditation, administrative processes, and faculty policy. In the position, he also oversees the UCSC Arboretum. Lee also served as the campus’s chief diversity officer for faculty — helping promote diversity, equity, and inclusion at UCSC.

Lee’s B.S. is from Yale University, and his Ph.D. from Carnegie-Mellon University. He was a post-doc at Duke University before joining the UCSC in 2002. His research interests include Bayesian statistics, computer simulation experiments, inverse problems, spatial statistics, and neural networks.
As leader of the department, you are:

1. In charge of planning teaching, research, and other functions [...] expected to keep the curriculum of the department under review, and to maintain a climate that is hospitable to creativity, diversity, and innovation.

2. Responsible for the recruitment, selection, and evaluation faculty and staff. In consultation with colleagues, you recommend appointments, promotions, merit advances, and terminations [...] responsible for maintaining a departmental affirmative action program for faculty and staff personnel, consistent with University affirmative action goals. [...] make sure that faculty members are aware of the criteria prescribed for appointment and advancement, and you make appraisals and recommendations in accordance with the procedures and principles stated in the President’s Instructions to Appointment and Promotion Committees.

3. Receptive to questions, complaints, and suggestions from members of the department.
Mentoring for your early career faculty

• Collaborative process aimed at sharing knowledge & guidance
  • hierarchical/vertical, formal/informal, short/long-term, internal/external

• Several units offer mentoring programs on campus
  • SSHA Mellon Program
  • VPF Faculty Mentoring and Networking Program
  • Departments – assign advisor/mentor to new assistant profs

• National Center for Faculty Development and Diversity
  • www.FacultyDevelopment.org

Teaching resources

Faculty Support Resources for Remote Instruction

Center for Engaged Teaching and Learning  https://cetl.ucmerced.edu

Office of Information Technology  https://it.ucmerced.edu

Sign-up for online support  https://app.acuityscheduling.com/schedule.php?owner=14058897

Climate, conflict, complaints, grievances

Try to work with faculty on issues
Educate people
Be familiar with APW 015 Faculty Code of Conduct

Magnified? Need input?
Contact Vice Provost for the Faculty Office
Zulema Valdez, Associate Vice Provost for the Faculty Lead
Work your dean when it makes sense
Have an academic personnel question?

You can contact
APO  academicpersonnel@ucmerced.edu
Kelly Anders, Assistant VP of Academic Personnel
Tenise Matlock, Vice Provost for the Faculty

Work with your AP School Staff
SNS Dora Lopes, SSHA Becky Smith, SOE Rosanna Barron

Don’t go to EVC/Provost Gregg Camfield for pedestrian questions – busy with high level strategic planning, COVID-19 planning, etc.

How many UC letters are really needed for tenure review?

How do the Clocks work?

What counts as a conflict of interest on a review committee?