Leading as a Department Chair

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Chairs are faculty administrators

- Dual role
- Technically part of the administration
- Have some supervisory roles for department faculty
- The moral leader of the department
- Overlapping leadership and administrative functions

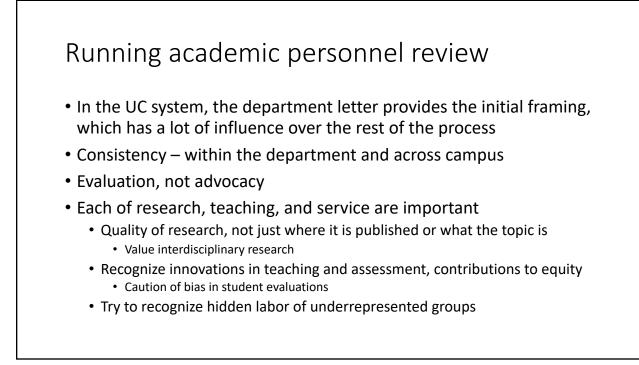
Some key functions of the chair

- Running department meetings
- Running academic personnel review
- Scheduling classes
- Fostering a healthy and inclusive climate
- Ensuring mentoring of new faculty
- Overseeing searches and ensuring inclusive hiring
- Department budget and staff management
- Faculty supervision/management



Running department meetings

- Set the agenda
- Set the tone, maintain the tone
 - Bystander intervention
- Run inclusive meetings, hear all voices
- Family-friendly scheduling





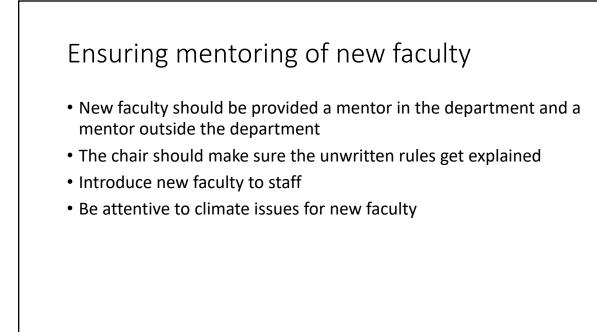
Scheduling classes

- One of the few areas of clear purview
- Aim for equitable assignments
- Family-friendly scheduling
- Protect new hires from large classes, multiple preps

Fostering a healthy and inclusive climate

- Lead by example
- Culture of respect for each other
- Encourage people to talk to you about issues
- Active intervention
- Be attentive to the climate for students and staff
- Ask for help when needed





Overseeing searches, ensuring inclusive hiring

- Chair sets the tone for the search process and department meetings
- Whole department benefits from training on fair and inclusive hiring
- Take steps to avoid impact of implicit bias
- Value contributions to diversity
- Advancing Faculty Diversity project

