

Chairs' Update - December 2022

Message from Chair Fellow

Hi Department Chairs!

Congratulations to all of you for successfully leading your department through the Fall semester! And, a special congratulations goes out to those of you who have just completed your first semester as department chair. You did it!! I hope you feel a sense of accomplishment and that you're proud of what you've done.

As I think back on my first semester (and my first year) as chair, I remember that I was mostly just trying to figure out how to run the department – “nuts and bolts” kind of stuff. But, after a while, I started to realize that my job was much more than simply running the department. My job was also to be an advocate for the department – to essentially fight for the interests of the department, the interests of my faculty, and the interests of the students who were our majors and took our classes. Of course, advocating for the department involved conflict, and stress, and was oftentimes difficult. But, it was rewarding and I knew that what I was doing was important and necessary.

As we start off the new year, I hope you'll join me and your fellow chairs on January 26th to discuss the importance of advocating for your department and some strategies for being a successful departmental advocate. Of course, I'll share my own thoughts on this topic. But, more importantly, I hope you join us to talk about your experiences with advocating for your department, your concerns, your questions, your successes, and your failures. The best way to become a better chair is by learning from your peers, and that's what these forums are for.

Here's the schedule for all of next semester's Chairs' Forums (click on the titles to register). Every forum will give you the option of participating face-to-face, or via Zoom.

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Topic</i>
Th., January 26	12-1pm	200A Elliott Hall	Advocating for Your Department
Th., February 23	12-1pm	200A Elliott Hall	Leading with a Vision
Tu., March 28	12-1pm	200A Elliott Hall	TBA
Tu., April 25	12-1pm	200A Elliott Hall	Leading with a Vision

Individual Consultations

Don't forget that I'm available to meet with you one-on-one throughout the semester. If there's anything you'd like to discuss, just send me an email and we can arrange a meeting time/date that works for both of us. And, of course, I'm more than willing to meet with you face-to-face or via Zoom. I've had the pleasure of meeting with a number of department chairs over the Fall semester and I hope this continues into the Winter semester.

Continued Support for New Faculty

As a continuation of new faculty orientation, CETL has been facilitating the Teaching Toolbox Series. Please remind your new faculty to attend the remainder of this series during the winter semester. We will be tackling the topics they most requested help with in their orientation feedback survey. These sessions are listed on the [New Faculty webpage](#).

Anywho, I hope all of you have a wonderful holiday break. I know that you're busy and sometimes your responsibilities as department chair don't seem to care whether or not you're on holiday break. Nonetheless, please try to find the time to relax with your family and friends. And, just as importantly, try to find some time just for yourself.

Take care, everybody, and Happy Holidays. If I don't see you at commencement, then I'll see you in January! :))

Jeff

Resources for Chairs

[Chairs' Corner](#)

Of course, the [Chairs' Corner page](#) on the CETL website is a valuable resource that you can always tap into. I'll be working to update and improve these resources throughout the year.

Books for Chairs

The following is a list of interesting resources available at CETL for department chairs. View these and many more in the [CETL Library List](#).

- *Academic Leadership: A Practical Guide to Chairing the Department* by Deryl R. Learning
- *The Academic Chair's Handbook* by Daniel W. Wheeler, et al.
- *The Department Chair Primer* by Don Chu
- *The Essential Department Chair: A Comprehensive Desk Reference* by Jeffrey L. Buller
- *Reframing Academic Leadership* by Lee G. Bolman and Joan V. Gallos
- *A Toolkit for Department Chairs* by Jeffrey L. Buller and Robert E. Cipriano

Faculty

[Faculty Handbook](#).

Quick answers to most common questions. A "must read!"