

## Chairs' Update - January 2023

### Message from Chair Fellow

Welcome back everybody!!

I hope you had a relaxing break and that you were able to do all of the things that you enjoy doing over the holidays.

Ok, let's get right into it. As you all know, the department chair wears many hats and has many responsibilities. During my time as chair, I recall that advocating for my department was one of those responsibilities that snuck up on me. I always knew it was something that chairs needed to do, but I didn't realize just how big a part of my job it was until I'd been chairing for a while. During my first year as chair, I was focused on the "nuts and bolts" of running a department and I was generally pleased if I simply did all of the day-to-day things that I was supposed to do. Then, as I started to get more comfortable as chair, my mind began to focus more on other aspects of the chair job including being the department's advocate. And, towards the end of my time as chair, it seemed like advocating for the department was what I spent most of my time doing.

Effectively advocating is a multifaceted task that demands preparation and strategic thinking. Chairs must have a clear understanding of who they're representing and the goals they are trying to accomplish. Chairs must know who to communicate with to best achieve these goals and how to communicate with them. They must understand that balancing the task and social demands of any situation is crucial to achieving both immediate goals AND future goals. Importantly, chairs must also realize that bargaining, negotiating, making compromises, and making sacrifices are all part of the process of working towards the best interests of your department, your faculty, and your students. Sounds like what politicians do, right (or at least that's what they're

supposed to do)? Well, most of you (all of you?) were elected by your faculty to represent your department.

And, of course, we are in difficult times so the consequences of not successfully advocating for your department are potentially more severe than in the past.

Please consider attending the next **Chair's Forum** which will be held this **Thursday (January 26<sup>th</sup>) from 12:00 – 1:00 in 200A Elliott Hall and on Zoom**. The topic will be (surprise!) ***“Advocating for Your Department.”*** However, please know that the designated topic is just a beginning point in the forum. If there are other chair-related things that you would like to talk about as well, bring it up at the meeting and we'll talk about it.

It will be great to see you whether you're attending virtually or face-to-face. If you're attending face-to-face (and I hope that you are) don't forget to bring your lunch if you like! Please [register now](#) to join in the session.

### ***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. [Make an appointment](#) with me, or email at [youngqui@oakland.edu](mailto:youngqui@oakland.edu).

### ***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 everyone's having a good week and I'm looking forward to seeing you at the Chair's Forum on Thursday.

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!"