

# THINGS WE WISH WE HAD KNOWN AS NEW DEPARTMENT CHAIRS

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# TOPICS

- Prepare for a lengthy process to spend money
- Be in close communication with Faculty Affairs  
re: RTP and Order of Assignment
- Make no quick decisions
- Set boundaries re: Email

# TOPICS

- Leadership in the grey; very few decisions are black and white
- Busy vs. slow times of the year are different for chairs than teaching faculty
- Keep a running to-do list of short, medium, and long-term projects