

# Things I Wish I'd Known As A New Chair

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1. You will never catch up
  - E-mail never sleeps
2. You will forget important items
  - Keep a to-do list and a calendar
3. Almost all of your time will be spent on day-to-day matters
  - Try not to lose sight of the bigger picture
4. You don't understand how CSUN works
  - It is much more complicated than you realized; making changes is difficult and slow
5. You will suddenly possess infinite wisdom in some eyes
  - It's OK to say I don't know

## 6. You can ask for help

- Office staff, previous Chair, Associate Dean, DFO

## 7. Delegate as much as you can

- Use your committees

## 8. Form your own opinions

- Rethink the way things are done

## 9. Be nice to people

- Your old “enemies” (the administration) are now your friends

## 10. Don't carry grudges

- Some of your faculty will take advantage; be firm but fair
- You don't know your faculty as well as you think you do