

New Chairs' Orientation, 2020
Provost & Dean
Presentation and Q&A

with

Provost Mary Beth Walker
Interim Dean Jackie Stallcup

OR...

Things We Were Told
but Had to Experience for
Ourselves to Appreciate

1. People will be coming at you from all directions

Set clear priorities and try not to be sidetracked

Set specific times for certain kinds of interruptions.

Close your door when necessary.

2. People will test your boundaries

Don't back down to make life easier—it doesn't work

Curb your tongue and don't lose your temper

Be firm but kind

Maintain your sense of humor

3. Understand what your staff does and what they can do for you

You have folks who can help you—empower them do so.

It may be faster to do something once than to delegate it, but once you have taught someone to do a task, you never have to do it yourself again.

Give authentic feedback and stay up to date on your staff evaluations.

4. Don't micromanage

Don't try to solve everyone's problems for them

Encourage people to think and do for themselves

5. The Joy of Scheduling

There's nothing I can say to prepare you for this, other than, "I hope you like puzzles!" That's what putting together a schedule is like. When I think about it that way, I find it quite enjoyable.

Analyze enrollment patterns and schedule for student success.

Know the contract; understand entitlements

6. Student issues

Bookmark the Academic Grievance and Grade Appeal policy. You're going to need to keep it handy.

Remember that there are two sides to a story.

Practice being non-committal.

Know to whom you should turn.

7. Research information and then consult, consult, consult!

The information that you are receiving today and at Monday's retreat is VITAL.

Bookmark important areas of university policy on your computer, get to know the university catalog.

If you have explored these avenues and still need answers, figure out who can help and give them a call.

8. Keep your Dean in the loop

You do not want them to learn about a problem from another source (such as finding it on the front page of the LA Times!)

Plus, they are there to help you—make use of them as one of your vital resources.

9. Don't try to hide your problems.
You might present the façade of a happy department,
but the buried issues can't be suppressed forever...



And as tempting as it might be,



Don't duct tape any of your faculty
to handy flat surfaces...

Questions for us?

What are your secret
(or not so secret)
concerns and fears?

We are here to help!