

2017-2018  
**DEPARTMENT CHAIR LUNCH AND LEARN SERIES**  
Office of Faculty Affairs

September 12, 2017

**De-escalating Tense Situations**

Faculty and staff may occasionally be confronted with difficult and potentially dangerous situations in their own office or department during interactions with an individual under great stress. The best course of action at this point requires rapid assessment followed by appropriate actions to de-escalate the situation that keep the faculty/staff member in charge of the situation. In this session, participants work through a scenario involving such an interaction, discussing how it might be assessed and then de-escalated.

*Facilitators:* Kerry Heyward, University Attorney; Kimberly Ware, Public Safety Lieutenant; Jonathan Orr, Department of Counseling and Psychological Services

October 12, 2017

**Mentoring associate professors for promotion**

Whereas most department chairs are comfortable with mentoring junior faculty about what it takes to achieve tenure and promotion to associate professor, they are less confident how to advise mid-career faculty about achieving promotion to full professor. This is particularly so when faculty have had a long sojourn at the rank of associate professor, have taken on significant and personally rewarding service responsibilities, and when chairs themselves are associate professors. Session panelists will share their insights to catalyze a discussion of best practices.

*Facilitators:* Lynee Gaillet, Chris Henrich, Greg Smith

November 15, 2017

**Engaging in Difficult Conversations**

Difficult conversations with faculty and staff are an unavoidable part of a department chair's job. They may be related to a critical annual performance review, problematic behavior with students, or workload assignments. Yet without prior experience or training, department chairs may find themselves avoiding these conversations, and when they do engage, stumble when communicating the necessary feedback and expectations to the faculty or staff member. This session will prepare department chairs to undertake challenging conversations through role play exercises. These will allow chairs to become familiar with the key steps in providing feedback and communicating expectations clearly without avoiding the issue or alienating those involved.

*Facilitator:* Kavita Pandit

January 30, 2017

**Organizing and Leading Effective Faculty meetings**

A common characteristic of successful department chairs is that they run effective faculty meetings. There is no single recipe for running an effective faculty meeting, but common ingredients are advance preparation with key outcomes in mind, and disciplined follow up after the meeting. In this session, you will share your own approaches for faculty meetings, specifically what has worked well and what has not. This exchange will provide participants with new ideas and approaches to get the most out of departmental faculty meetings without allowing them to overwhelm you and your colleagues.

February 27, 2018

**Working with your Departmental Budget**

Being a department chair can feel like running a small business, yet many chairs begin their tenure without a fundamental knowledge of budgeting. A full understanding of your department's budget is critical to ensure that it is aligned with the department's strategic priorities and to explore options to fund new initiatives. This hands-on session will help chairs view their own budget allocations in a broader context and allow them to work on a hypothetical budgeting scenario. The focus of the session will be on budgeting state funds, but implications for other sources of funding will be referenced.

*Facilitator:* Chip Hill, Assistant Provost for Administrative Operations

April 4, 2018

**Communicating the Successes of your Department**

An important role of the department chair is to let internal and external constituencies know about the successes of the department, its faculty, staff, and students. This communication can take many forms including electronic or mailed newsletters, social media, and events with key stakeholders. In this session, department chairs will share the communication strategies that they have found effective in getting the word out, including the effective use of institutional resources, and the impact this has had on the department. Common challenges and ideas for overcoming them will also be discussed.

*Invited participant:* Andrea Jones, AVP for Public Relations, Marketing and Communication