

# Department Chairs Seminar Agenda

## Day 1

7:45 a.m.–8:30 a.m.	Registration and Breakfast
8:30 a.m.–10:00a.m.	<b>The Call to Leadership</b> Why Be Department Chair? Transformation: Professor to Chair (Faculty to Administrator) Time Management Case Students
10:00 a.m.–10:30 a.m.	Refreshment Break
10:30 a.m.–12:00 p.m.	<b>Your Relationship with Your Dean</b> Understanding your Dean's Responsibilities, Priorities, & Expectations Tips for Effectively Working with your Dean Case Studies
12:00 p.m.–1:00 p.m.	Lunch
1:00 p.m.–2:30 p.m.	<b>Hiring and Evaluating Faculty</b> Knowing Policies, Setting Expectations and Managing the Process Process, Purpose and Standards Tips for Evaluating Written and Oral Evaluations Case Studies
2:30 p.m.–3:00 p.m.	Refreshment Break
3:00 p.m.–4:30 p.m.	<b>Developing the Academic Team</b> Working with faculty members Mentoring: Best Practices Mentor Toolkit Case Studies

## Day 2

7:45 a.m.–8:30 a.m.	Breakfast
8:30 a.m.–10:00 a.m.	<b>Making Decisions</b> What Values Underlie Your Decision Making Who Should be Included in Each Decision Considerations in the Decision Making Process Case Studies
10:00 a.m.–10:30 a.m.	Refreshment Break
10:30 a.m.–12:00 p.m.	<b>Teamwork and Collegiality</b> Developing Effective Teams Possible Issues Case Studies
12:00 p.m.–1:00 p.m.	Lunch
1:00 p.m.–2:30 p.m.	<b>Effective Communication</b> Communication: The Blame Game Its about connecting with people Soft Skills Case Studies
2:30 p.m.–3:00 p.m.	Refreshment Break
3:00 p.m.–4:30 p.m.	<b>Conflict Management</b> Domains of Conflicts for the Chair Evaluating Conflicts Thoughts about Resolving Conflicts Conflict Resolution Strategies Case Studies

**PROGRAM CONCLUDES**