Overview of professional development for department chairs

The Department Chair Professional Development Program is comprised of five initiatives:

1. **Monthly Department Chair Workshops on topics of relevance.**
   Of the ten workshops, participation is required at the following five:
   a. Hiring and Retaining Excellent Faculty, Jonathan Wickert, Robin Kelley, Sue Lamont
   b. Maximizing Departmental Resources, Ellen Rasmussen
   c. Performance Management, Kristi Darr, Dawn Bratsch-Prince, Maureen De Armond
   d. Campus Safety and Security, Carrie Jacobs, Keith Robinder
   e. Faculty Advancement and Review: Expectations and Best Practices, Jonathan Wickert, Dawn Bratsch-Prince

   Other topics addressed are:
   f. Supporting Early Career Faculty, Cinzia Cervato, Elisabeth Lonergan, Ann Marie Vanderzanden, Carla Peterson
   g. Managing Growing Enrollment, Katie Baumgarn, Laura Doering, Pamela Anthony
   h. How Do You Run a Department?, Kendall Lamkey, Ingrid Lilligren, Richard Wlezien
   i. Crucial Conversations: Tools for Talking When Stakes are High, Rod Bagley
   j. Supporting Faculty Research through Grants and Contracts, Tammy Polaski, David Oliver, Lisa Lorenzen

2. **Training session on Strategic Communications**
   This session on effective communication, with both internal and external constituencies, is led by Annette Hacker and Rob Schweers. Participation is strongly encouraged. This large-group event will be followed by voluntary sessions in which a mock interview is conducted and a professional debriefing is provided to enhance skills for interacting with the media.

3. **New chairs workshop**
   The two half-day sessions will cover the basics of department management with the understanding that they will be supplemented by the monthly department chair workshops. Topics addressed are:
   Session one (September 4, 2013)
   a. The Role of the Department Chair at ISU: Expectations for Leadership, Management, and Strategic Planning, Jonathan Wickert
   b. Policy Library, Brenda Behling
   c. Managing a Department: Mentoring, Supporting, and Evaluating Faculty and Staff, Dawn Bratsch-Prince
   d. Managing Work-Life Balance, Don Broshar
   e. Equal Opportunity 101, Robin Kelley

   Session two (September 27)
   f. How to Work with Students, Pamela Anthony
   g. Working with Staff, Kristi Darr
   h. Legal Issues, Paul Tanaka
   i. A Dean’s Perspective, Pamela White
   j. Using the Faculty Handbook, Veronica Dark
4. **Online training in “University Leadership and Management” (pilot program)**
   This modular program, offered through Epigeum, Ltd., provides a web-based toolkit delivered on Blackboard Learn for training university leaders. The materials were written by academics for academic leaders. Following debrief with the maximum of 15 participants, a decision will be made about expanding the program.

5. **Teaching & Learning Circle for New Chairs**
   In the Fall, an initial series of five sessions will be led by Steve Freeman, Holly Bender, and Mack Shelley in collaboration with CELT. Discussions will be focused around common reading that will provide discussion on the difficult personnel issues and events that new chairs may have to deal with and how they can help faculty succeed. A series of Spring sessions will be conducted around the theme of “crucial conversations,” led by Rod Bagley, Interim Associate Dean of Clinical Operations in the College of Veterinary Medicine.

In addition to department chairs, Associate or Assistant Chairs and Associate Deans will be invited to participate in relevant activities. A goal is to establish a “Council of Associate Chairs” to enhance collaboration across departments and foster professional development opportunities for this stratum of faculty leaders.
**Department Chair Workshop Series 2013-14**

**Hiring and Retaining Excellent Faculty**, August 28, 2013 [Participation required]
Jonathan Wickert, Senior Vice President and Provost
Robin Kelley, Director Equal Opportunity
Sue Lamont, ADVANCE
12-1pm Gallery Room, Memorial Union

**Supporting Early Career Faculty**, September 23, 2013
Cinzia Cervato, Faculty Fellow for Early Career Faculty Development
Elisabeth Lonergan, ADVANCE Faculty Fellow
Ann Marie Vanderzanden, Director Center for Excellence in Learning & Teaching
Carla Peterson, Associate Dean College of Human Sciences
12-1pm Campanile Room, Memorial Union

**Maximizing Departmental Resources**, October 29, 2013 [Participation required]
Ellen Rasmussen, Associate Vice President for Budget and Planning
12-1pm Pioneer Room, Memorial Union

**Managing Growing Enrollment**, November 19, 2013
Katie Baumgart, Facilities, Planning and Management
Laura Doering, Registrar
Pamela Anthony, Dean of Students
12-1pm Campanile Room, Memorial Union

**How Do You Run a Department?**, December 17, 2013
Kendall Lamkey, Chair Agronomy
Ingrid Lilligren, Chair Integrated Studio Arts
Richard Wlezien, Chair Aerospace Engineering
Gong-Soog Hong, Chair Human Development and Family Studies
12-1pm Campanile Room, Memorial Union

**Performance Management**, January 21, 2014 [Participation required]
Kristi Darr, Associate Director, Human Resource Services
Dawn Bratsch-Prince, Associate Provost for Faculty
Maureen De Armond, Associate Counsel
12-1pm Campanile Room, Memorial Union

**Crucial Conversations: Tools for Talking When Stakes are High**, February 18, 2014
Rod Bagley, Interim Associate Dean of Veterinary Clinical Sciences
12-1pm Campanile Room, Memorial Union
Campus Safety & Security, What Every Department Chair Should Know, March 26, 2014 [Participation required]
Carrie Jacobs, Department of Public Safety
Keith Robinder, Dean of Students Office
12-1pm Campanile Room, Memorial Union

Supporting Faculty Research through Grants and Contracts, April 15, 2014
Tammy Polaski, Interim Director Office of Sponsored Programs Administration
David Oliver, Interim Vice President for Research & Economic Development
Lisa Lorenzen, Director of Intellectual Property & Technology Transfer
12-1pm Campanile Room, Memorial Union

Faculty Advancement and Review: Expectations and Best Practices, May 13, 2014 [Participation required]
Dawn Bratsch-Prince, Associate Provost for Faculty
Jonathan Wickert, Senior Vice President and Provost
1-3pm Gallery Room, Memorial Union

Department Chair Workshops

The Department Chair Workshop Series are monthly workshops that focus on relevant topics of interest to those serving as department chairs. These sessions aim to provide department chairs with valuable information and useful resources to assist them in their work as managers and academic leaders of their departments. We ultimately seek to provide chairs with the opportunity to build a network of resources and contacts within the university for ongoing information sharing, problem solving, and support.

Workshops address topics related to personnel policies and procedures, conflict management, federal policy, faculty advancement, financial management, and student affairs. Workshops are led by faculty, staff, and administrators with demonstrated expertise in the session topic. Presentation materials and handouts may be distributed during the sessions. These materials will also be posted on our website.

Participants are encouraged to bring their lunch. Dessert and beverages will be provided. All department chairs are expected to attend!

For more information, to submit questions, or to suggest a future workshop topic contact:
Mack Shelley, Faculty Fellow, at 230-7664 or mshelley@iastate.edu
Dawn Bratsch-Prince, Associate Provost, at 294-6410 or deprince@iastate.edu.
New Department Chair Orientation
Wednesday, September 4
12:00 noon – 4:00 p.m.
&
Friday, September 27
8:00 a.m. – 1:00 p.m.

Both sessions scheduled to be held at: Room 3505, Memorial Union

The Office of the Senior Vice President and Provost coordinates orientation, training, and support for new Department Chairs. This Orientation session brings administrators and experts from around campus who can offer valuable insight on the new responsibilities you have recently assumed and also serve as a resource to you. The orientation also provides department chairs time to interact with their colleagues.

Wednesday, September 4
12:00 noon  Lunch provided
           Welcome and overview (Dawn Bratsch-Prince, Associate Provost for Faculty)

12:30 p.m.  The Role of the Department Chair at ISU: Expectations for Leadership, Management, and Strategic Planning (Jonathan Wickert, Senior Vice President and Provost)

1:00 p.m.   Policy Library (Brenda Behling, Director of Academic Policy and Personnel)

1:30 p.m.   Managing a Department: Mentoring, Supporting, and Evaluating Faculty and Staff (Dawn Bratsch-Prince, Associate Provost for Faculty)

2:30 p.m.   Managing Work Life Balance (Don Broshar, University Human Resources)

3:15 p.m.   Equal Opportunity 101 (Robin Kelley, Director, Equal Opportunity Office)

4:00 p.m.   Adjourn

Friday, September 27
8:00 a.m.   Breakfast
           How to work with students? (Pamela Anthony, Dean of Students)

9:00 a.m.   Working with Staff (Kristi Darr, Director, University Human Resources)

10:00 a.m.  Legal Issues (Paul Tanaka, University Counsel)

11:00 a.m.  A Dean’s Perspective (Pamela White, Dean of Human Sciences)

11:30 a.m.  Using the Faculty Handbook (Veronica Dark, Faculty Senate President)

12:00 p.m.  Lunch
            Professional Development Opportunities (Mack Shelley, Faculty Fellow for Department Chair Professional Development, SVPP)

1:00 pm Adjourn