RESOURCES FOR DEPARTMENT CHAIRS
Created by the Office of Faculty Development (OFD)
http://www.lmu.edu/ofd

WEBSITES

ACE (American Council on Education). Resources for Department Chairs
http://www2.acenet.edu/resources/chairs/index.cfm

The Idea Center (works heavily with community colleges, and on student evaluation/feedback, but has resources for Chairs)
http://www.theideacenter.org/category/our-services/department-chair-seminars

Jossey-Bass (a publisher as well as a website, covering Academic Leadership, relationships with your Dean, the problem faculty member, as examples)
www.departmentchairs.com

Jossey-Bass Department Chair Insider – August 2011, Vol. 1
http://dmmsclick.wiley.com/view.asp?m=4ktyd7gh339y7d1h6z1a&u=17331614&f=h

Michigan State University Office of Faculty Development
http://fod.msu.edu/leadershipresources/leadershipresources.asp

PUBLICATIONS
(available at Hannon Library)

The Academic Chair’s Handbook

Academic Leadership Day by Day: Small Steps That Lead to Great Success
by Jeffrey L. Buller (2010)

Communication Skills for Department Chairs
by Mary Lou Higgerson, Walter H. Gmelch and William E. Cashin (1996)

Chairing Academic Departments: Traditional and Emerging
by N. Doug Lees (2006)


The Department Chair’s Role in Developing New Faculty into Teachers and Scholars
by Estela Mara Benisimon, Kelly Ward, Karla Sanders and William M. Plater (2000)

The Department Chair: New Roles, Responsibilities, and Challenges

The Essential Academic Dean: A Practical Guide to College Leadership
by Jeffrey L. Buller (2007)

*The Essential Department Chair: A Practical Guide to College Administration*
  by Jeffrey Buller (2006)

*Engaging Departments: Moving Faculty Culture From Private to Public, Individual to Collective Focus for the Common Good*
  by Kevin Kecskes (Editor), Eugene Rice (Foreword by) (2006)

*Enhancing Departmental Leadership: The Roles Of The Chairperson*
  by John Bennett, David Figuli, Artin Arslanian and John B. Bennett (1993)

*Facilitating a Collegial Department in Higher Education: Strategies for Success*
  by Robert Cipriano (2011)

*Leading Academic Change : Essential Roles for Department Chairs*

*Managing People: A Guide for Department Chairs and Deans*
  by Deryl R. Leaming (Editor) (2003)

*Peak Performance for Deans and Chairs: Reframing Higher Education's Middle*
  by Susan Stavert Roper and Terrence E. Deal (2010)

*Strategic change in college and universities: planning to survive and prosper*

*Strengthening Departmental Leadership: A Team-Building Guide for Chairs in Colleges and Universities*
  by Ann F. Lucas (1994)

*To Improve the Academy: Resources for Faculty, Instructional, and Organizational Development, Vol. 19*
  by Devorah Lieberman and Catherine Wehlburg (2001)

---

**PUBLICATIONS**

*(available on Amazon.com)*

Library acquisition requests have been made for many of these titles.

*Academic Leadership: A Practical Guide to Chairing the Department*
  *[The Office of Faculty Development owns this]*
  by Deryl R. Leaming (2006)

*The Department Chair Primer: Leading and Managing Academic Departments*
  by Don Chu (2005)

*Departments that Work: Building and Sustaining Cultures of Excellence in Academic Programs*
Effective Leadership Communication: A Guide for Department Chairs and Deans for Managing Difficult Situations and People
by Mary Lou Higgerson, Teddi A. Joyce (2007)

The Essential Department Chair: A Comprehensive Desk Reference, 2nd Edition
by Jeffrey Buller (2006)

Facilitating a Collegial Department in Higher Education: Strategies for Success
by Robert Cipriano (2011)

WEBINARS
LMU used these webinars in the recent past. If you express interest, we can reorder, but must set up a viewing time, purchase is per person viewing

March 10, 2011 (indicates dates viewed at LMU)
“The Most Important Things You Need to Know (and Do) as a Department Chair”
Presented by Don Chu, dean of the College of Education, Health, and Human Services at California State University, San Marcos.
- Introduction: understanding the department, the institution, and the chair's role
- The first days on the job: what to know, what to do, and what not to do
- Models of effective department chair leadership
- The key leadership team: building excellent relationships with chairs, deans, and academic vice presidents

March 24, 2011
“A Quick and Practical Guide to Managing Your Time and Stress”
Presented by Christian Hansen, associate dean of computing and engineering sciences at Eastern Washington University.
- Analyzing how you use time
- Getting and staying organized
- Managing your priorities
- Delegating
- Getting the most out of meetings
- Managing work-life balance

April 7, 2011
“Best Practices in Effective Communication and Conflict Management”
Presented by Walter Gmelch, dean of the School of Education at the University of San Francisco.
Keys to successful and effective communication with faculty, students, and administration
- Dealing with difficult people
- Fostering teamwork and group process
- Managing conflict and dealing with complaints

April 28, 2011
“What Department Chairs Can Do to Foster Excellent Teaching”
Presented by Mary Deane Sorcinelli, associate provost for faculty development, professor of educational policy and research administration, and founding director of the Center for Teaching at
the University of Massachusetts Amherst.

- The chair's role in improving teaching—what works and what doesn’t
- Motivating faculty to improve their teaching
- Low-cost and no-cost teaching improvement activities
- Barriers to improvement
- Characteristics of successful programs with excellent teaching

May 5, 2011
“Best Practices in Budgeting, Resource Management, and Planning for Results”
Presented by Don Chu, dean of the College of Education, Health, and Human Services at California State University, San Marcos.

- Basic terms, processes, and concepts in budgeting
- Determining priorities and deploying resources
- Juggling competing demands
- External sources of funding and fundraising

RECRUITING INFORMATION

General
- The Office of Intercultural Affairs, Dr. Abbie Robinson-Armstrong, maintains resources and shares them with the campus, including training for searches that chairs of search committees are asked to attend. [http://www.lmu.edu/about/diversity/intercultural/Diversity_Resources/For_Faculty.htm](http://www.lmu.edu/about/diversity/intercultural/Diversity_Resources/For_Faculty.htm)


Diversity
- Underrepresented Minorities in the Academy (URMs) recruitment often begins with the Chronicle of Higher Ed's annual report, usually entitled “Diversity in Academe” (2010 report attached, see page B47 for the statistical breakdown of degrees by field).

Science
- For some science fields, see [http://www.minoritypostdoc.org/view/profile-RocaAI.html#links](http://www.minoritypostdoc.org/view/profile-RocaAI.html#links)

Other