

# Perspectives on being a Department Chair

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Chair since 2015

# My Preparation

- Spokesperson & Project Scientist of big international collaborations
- Serving on and chairing a variety of university and national committees. Pay attention to what works.
- Department Vice Chair (2 years). This is a valuable role for ensuring there are people to fill in for you and succeed you.
- OSU new chairs training program.
- 20 years of being a faculty member and graduate/postdoc mentor.

# Major Responsibilities

- Oversee faculty hiring, promotion, tenure.
- Manage staff hiring, evaluation, promotion.
- Manage department budget.
- Make teaching assignments and committee assignments.
- Organize and run faculty meetings.
- Annual reviews of faculty.
- Propose annual salary raises for faculty and staff. Manage retention.



# Major Responsibilities

- Represent the department to the university and to the outside world.
- Promote scholarly productivity of the faculty and students.
- Look for strategic opportunities.
- Fund-raising.
- Promote curriculum development and effective teaching.
- Oversee graduate program.
- Oversee undergraduate program.
- Mentor faculty.
- Manage conflicts.

# Advice

- Don't let the small stuff crowd out the big stuff.
- Find an excellent financial manager and administrative assistant. Retain them.
- Treat staff well, above and below.
- Figure out what you can delegate and to whom.
- Celebrate achievements of faculty, staff, students.
- Have good written procedures in place for when you need them.
- Embrace collective decision making. Build faculty consensus.
- Assume the best intentions consistent with the evidence.
- Be candid and honest in conversations. Explain your decisions.
- Maintain your own research program, for your own satisfaction and for your stature with faculty and administration.
- Take pride in what your department accomplishes.

## Responsibilities

Faculty hiring, P&T.	Staff hiring.
Budget.	Teaching & committee assignments.
Run faculty meetings.	Annual faculty reviews.
Annual salary raises.	Represent department to the outside.
Promote scholarly productivity.	Look for strategic opportunities.
Fund raising.	Promote curriculum development, teaching.
Oversee graduate program.	Oversee undergraduate program.
Mentor faculty.	Manage conflicts.

## Advice

Balance small and large.	Hire/retain excellent assistants.
Treat staff well.	Delegate.
Celebrate achievements.	Have good written procedures.
Embrace collective decisions.	Assume the best intentions.
Be honest. Explain decisions.	Maintain your own research program.
Take pride in what your department accomplishes.	