New Chair Alliance

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New Chair Alliance: Chair Principles to Consider
Dan Wheeler and Katherine Frank

- Protect the institution and its integrity
- Understand you represent the institution everywhere you are (people are always watching)
- Acknowledge and deal with difficulties and difficult questions
- Seek advice from institutional experts early for difficult problems— not after the fact
- Hire people with a service attitude or orientation and be patient with the hiring process (wait for the right match)
- Stay in the position because you make a difference, not for convenience
- Highlight and celebrate successes
- Learn from mistakes (not just avoiding them in the future, but what you learned)
- Have an administrative mentor
- Keep one eye on the future, and one on the day-to-day
- Surround yourself with good people and empower them (don’t micromanage)
- Avoid surprises (don’t blindside upper administration)
- Have potential solutions in mind when discussing issues/problems with upper administrators
• Keep department and institutional priorities upfront in your decisions
• Frame and reframe issues in terms of departmental and institutional vision and goals
• Facilitate a process that works and is productive (don’t allow anyone in the department to have veto power over decisions)
• Have agreed upon rules of engagement in place during meetings and for interactions
• Use the governance structure to make decisions
• Be transparent in your dealings and operations
• Keep the focus on vision, mission, goals and programs not personalities
• Maintain your scholarship in some form
• Build partnerships and share credit
• Realize it is not about you (put your ego aside)
• Build evaluation into your programs and activities from the very beginning
• Keep sharpening the saw (experience and development)
• Be good to yourself