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### The Department Chair Academy at the University of Houston- Downtown

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1) Presentation Title: The Department Chair Academy at the University of Houston-Downtown

2) Presenter Information: co-presenters:

Lucy Bowen, University of Houston-Downtown

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3) Description of the Session:

The session will introduce the chair academy model used at the University of Houston-Downtown. The origin of this academy stems from the need to train three new chairs of three newly created departments. Additionally and coincidentally, a formalized training program was needed because the university had a high number of chairs terms expiring at the same time. Although the Office of the Provost initiated the academy, there had already existed a loosely structured academy in the College of Humanities and Social Sciences, which was directed by the dean's fellow from that college. The goal of the college chair academy was to train their college's chairs on things they needed to know to perform the job of department chair, which then became the objective of the current chair academy. The current iteration of the academy has set meeting times, set agenda, and is open to not only new chairs, but also former chairs, and those interested in becoming chairs. Personnel from the Provost's Office and the Office of Research and Sponsored Programs determined what topics should be covered, the format, how much time would be needed, led topic sessions on faculty development and grant opportunities, and assisted in many of the training sessions. The topics included: getting used to being a chair, university committees, rank and tenure processes and timelines, budgets and planning, hiring, personnel issues, dealing with the administration, annual evaluations, program assessment, ethical research, faculty development, scholarship and grant opportunities, course/section scheduling, curriculum development, course evaluations, the faculty ombuds, legal Q&A, Title IX, policies and shared governance, purchasing and contracts, and bureaucratic issues. The final part of this presentation will be a review of the data from a survey sent to all of the chair academy participants (not presenter or facilitators) in order to define the best practices for onboarding and training future and current department chairs at the University of Houston-Downtown. It is hoped that this study will increase the effectiveness, agency, and quality of life of the current chairs, and lower barriers to recruiting and onboarding new chairs.