Positive Academic Leadership: How to Stop Putting Out Fires and Start Making a Difference

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Introductory Material

IMPORTANT NOTE
If you did not bring a text-message-capable cell phone (or possible a wifi-capable laptop) to this workshop, but have one in your room or car, please go get it before the workshop begins. Thanks!

Committing to Positive Leadership

I will make a sincere effort to look over and review the material covered in today’s workshop for at least ten minutes every day for the next two weeks.

____________________
[NAME]

____________________
[DATE]

Positive Academic Leadership is also available as a workshop that can be presented on your campus in one of three formats:

- 90 minute: $2,000
- half day: $3,000
- full day: $5,000

NOTE: These prices do not include expenses (travel, hotel lodging, and meals). For more information, contact:

ATLAS Leadership Training LLC
4521 PGA Blvd PMB 186
Palm Beach Gardens FL 33418
questions@atlasleadership.com
1-800-355-6742

For material covered in the slides that is not reproduced elsewhere in this workbook, see pages 28-31.
The Administrator’s Role

**Planner**
- Vision, appreciation of details
- Understanding of direction

**Evaluator**
- Impartiality, commitment to progress
- Motivation, sense of accomplishment

**Teacher**
- Clarity, recognition of differences
- Improvement in knowledge and abilities

**Coach**
- Understanding of needs
- Growth, development, achievement

**Counselor**
- Empathy, compassion
- Sense of being valued as an individual

**Mediator**
- Objectivity, tact
- Harmony, team-spirit

**Stating Goals**

**Positive**
- Less reactive.
- More proactive.

**Present**
- I will ...
- I am ...

**Precise**
- Someday ...
- By next fall ...
What Positive Leadership Is

1. **Positive leadership places greater emphasis on developing what is already working than on correcting what is flawed.**
2. **Positive leadership encourages supervisors to spend more time with their best performers rather than with troublemakers, chronically dissatisfied employees, or squeaky wheels.**
3. **Positive leadership personalizes the type of guidance given to each employee rather than assuming that a single leadership style works best for all people.**
4. **Positive leadership adopts a systems approach, emphasizing the efficient operation of the group as well as the unique contributions of each member.**
5. **Positive leadership is future-oriented and proactive, constantly exploring what is possible instead of being bound by past decisions and disappointments.**
6. **Positive leadership emphasizes rewards and recognitions over punishments and penalties.**
7. **Positive leadership is at least as people-oriented as it is goal-oriented.**
8. **Positive leadership prefers team-based and collaborative approaches to rigid hierarchies and chains of command.**
9. **Positive leadership treats each member of a group as a rational, capable member of the team, not as someone who is in need of being led.**
10. **Positive leadership acts as a subtle, at times nearly invisible type of guidance rather than the sort of management seen in traditional organizational structures.**

Positive leadership ... refers to an affirmative bias — or a focus on strengths and capabilities and on affirming human potential. Its orientation is toward enabling thriving and flourishing rather than toward addressing obstacles and impediments. ... Positive leadership does not ignore negative events but builds on them to develop positive outcomes. ... In sum, positive leadership refers to an emphasis on what elevates individuals and organizations (in addition to what challenges them), what goes right in
organizations (in addition to what goes wrong), ... what is experienced as good (in addition to what is objectionable), [and] what is extraordinary (in addition to what is merely effective) ... 


### What Positive Leadership Is Not

1. **Positive leadership does not consist of motivational speaking or filling the workplace with inspirational messages.**
2. **Positive leadership is not a matter of simply “going along to get along” and suppression of one’s own feelings.**
3. **Positive leadership does not require supervisors to provide life coaching to employees.**
4. **Positive leadership does not provide an opportunity for supervisors to impose their religious or political views on others.**
5. **Positive leadership is not blind optimism, the power of positive thinking, or simply hoping that things will eventually get better.**

<table>
<thead>
<tr>
<th>A</th>
<th>Adversity</th>
<th>What is the problem we’re encountering?</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Belief</td>
<td>What belief system are we using to interpret that problem?</td>
</tr>
<tr>
<td>C</td>
<td>Consequences</td>
<td>What are the results that occur because of those beliefs?</td>
</tr>
<tr>
<td>D</td>
<td>Disputation</td>
<td>How can we effectively challenge those beliefs and envision alternative consequences?</td>
</tr>
<tr>
<td>E</td>
<td>Energization</td>
<td>How can we best take advantage of the positive feelings that result from this alternative view?</td>
</tr>
</tbody>
</table>
**Exercise #1: A Case Study in Perspective**

A faculty member who works in a very rare specialty comes to you on the day before classes begin for the term.

The faculty member has just been informed that he’s been awarded a major, prestigious, international award.

The award will make the faculty member’s career and bring an incredible amount of positive attention to the department and university.

But …

The faculty member will need to leave immediately for at least one full year to meet the terms of the award, and you have no one else available to cover his courses.

1. Identify five reasons why this situation is a disaster.
2. Identify five ways in which this situation is a wonderful opportunity.

<table>
<thead>
<tr>
<th>DISASTER</th>
<th>OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
<td>2.</td>
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<td>3.</td>
<td>3.</td>
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<td>4.</td>
<td>4.</td>
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<tr>
<td>5.</td>
<td>5.</td>
</tr>
</tbody>
</table>
Promoting Positive Language

Before a department meeting, photocopy this page and cut up the various slips of paper on the lines indicated. As people come into the meeting, hand each person a slip of paper and say, “Here’s a special role for you today.” If the following samples are not enough so that everyone in your meeting has a role, invent a few more of your own so that everyone gets a slip of paper.


YOUR ROLE DURING TODAY’S MEETING: At least twice during the meeting, praise someone sincerely for something he or she has done (such as offering an idea, phrasing an objection constructively, providing valuable insight, and so on).

YOUR ROLE DURING TODAY’S MEETING: Avoid using negative words. That is, instead of using such words as no, not, can’t, or won’t, phrase things positively (can, will, certainly, gladly, and so on).

YOUR ROLE DURING TODAY’S MEETING: Support someone else at least twice by saying such things as, “We can do that!”, “That would be great!”, or ”That’s a helpful suggestion!” Be sure to avoid any hint of sarcasm or parody.

YOUR ROLE DURING TODAY’S MEETING: Every time someone looks at you, smile.

(Continues on the next page.)
YOUR ROLE DURING TODAY’S MEETING: Make eye contact with people who speak at the meeting and nod encouragingly as they speak.

YOUR ROLE DURING TODAY’S MEETING: Thank someone for something he or she did in the past.

YOUR ROLE DURING TODAY’S MEETING: Give someone credit for an achievement that others may have overlooked.

YOUR ROLE DURING TODAY’S MEETING: Offer to help someone.

YOUR ROLE DURING TODAY’S MEETING: Tell someone why you admire them.

YOUR ROLE DURING TODAY’S MEETING: Mention a positive quality that all of you at the meeting share and point out why that helps you work well together.

YOUR ROLE DURING TODAY’S MEETING: Decide on the one thing that you would most like someone to say to you, and then say it to someone else.

YOUR ROLE DURING TODAY’S MEETING: Share a pleasant memory that involves you and at least one other person who is present at the meeting.

YOUR ROLE DURING TODAY’S MEETING: Make a point of being particularly kind and understanding to the person at the meeting you know least well.
Exercise #2: Positive Communication

Four volunteers will read the sentence: *Please, try that again.* But each reader will stress a different word.

*Please*, try that again.
*Please, try* that again.
*Please, try that* again.
*Please, try that again*

Then we’ll break into small groups and repeat this exercise with several of the following sentences.

*You did that well this time.*
*Is that in the faculty handbook?*
*Oh, please. That would be so helpful.*
*What do you think?*
*Where did you learn that?*
*I would never have thought of that.*

Finally we’ll try it one more time. But this time, you won’t know what the speaker is up to. Have one person draw one of each card:

*Message*
*Tone of voice*
*Body language*

The others analyze what was conveyed.


The ATLAS Leadership Communication Game adapts this exercise to a higher education context.
Exercise #3: Creating a Simple Mind Map

- Identify 1, 2, or 3 values that define who you are as a person
- Break each of those values down at least two levels
  - What does that value suggest that you should be doing?
  - How would you recognize that value if you saw it in others?
  - What goals are appropriate based on this value?
Exercise #4: A “Mad-Libs” Approach to Developing a Philosophy of Leadership

Based on my core values, the things I want most for my department are ________, ________, and ________. In order to obtain those goals, I will need to be ________ with regard to my planning, ________ with regard to the faculty and staff in my discipline, and ________ with regard to the person to whom I report. Currently I am least satisfied with my performance in ________________, but I believe that my strengths include my ability to ________ and to ________ extremely well. I will consider my term as chair to have been successful if I achieve this: _________________. And I will be most disappointed if this occurs: ______________________.
Exercise #5: What Do You Do Best?

Department Chair Self-Evaluation

This is a quick evaluation of your current strengths and areas of challenge. Rather than ranking yourself for every item, simply note those that are:

- **Areas in which you excel**: Circle **E**
- **Areas that do not apply** at all to what you do: Circle **N/A**
- **Areas in which you are aware you have some challenges** to overcome: Circle **C**

If you complete this inventory correctly, most items will be blank: These items are neither particular strengths nor particular weaknesses for you; they are simply parts of your job that you perform reasonably well. Try to identify about 10% of the items as areas in which you excel and about 10% as areas in which you feel you have challenges (approximately 5 or 6 items in each category).

**LEADERSHIP**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>maintains a “vision” that helps clarify the department’s mission, values, and goals</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>builds trust and collegiality throughout the department</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>inspires confidence in others</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>is attentive to strategic issues that affect the department and the university as a whole</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>addresses the concerns of others in an appropriate manner</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>values different perspectives</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>fosters an environment conducive to the free exchange of ideas</td>
</tr>
</tbody>
</table>
**LEADERSHIP (continued)**

<table>
<thead>
<tr>
<th>E</th>
<th>N/A</th>
<th>C</th>
<th>gathers pertinent information before acting</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>accepts responsibility when it is appropriate to do so</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>makes timely decisions</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>makes logical decisions</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>is willing to explain decisions when they are made</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>is willing to engage in positive risk-taking</td>
</tr>
</tbody>
</table>

**COMMUNICATION**

<table>
<thead>
<tr>
<th>E</th>
<th>N/A</th>
<th>C</th>
<th>is present and visible at departmental functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>communicates with others in a timely, productive, and responsive manner</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>writes in a manner that is clear, accurate, and concise</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>speaks clearly, accurately, and concisely</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>accepts constructive criticism</td>
</tr>
</tbody>
</table>

**TEACHING**

<table>
<thead>
<tr>
<th>E</th>
<th>N/A</th>
<th>C</th>
<th>actively promotes an environment that supports excellence in teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>N/A</td>
<td>C</td>
<td>assists faculty members in achieving high standards in teaching</td>
</tr>
</tbody>
</table>
### TEACHING (continued)

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td></td>
<td>monitors courses to make certain that enrollments are at suitable levels</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>supports curricular development</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>supports curricular review and, where appropriate, revision</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>effectively addresses issues of class scheduling</td>
</tr>
</tbody>
</table>

### INSTITUTIONAL ENVIRONMENT

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td></td>
<td>actively promotes an environment that supports excellence in research</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>actively promotes an environment that supports excellence in institutional service</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>is properly attentive to issues of safety</td>
</tr>
</tbody>
</table>

### BUDGETING

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td></td>
<td>has a good sense of the overall budget of the department</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>manages budgets effectively and efficiently</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>is an effective steward of the department’s resources</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>has been successful in increasing the department’s resources</td>
</tr>
</tbody>
</table>
ADMINISTRATION

E  N/A  C  acts as an effective liaison between the department and the broader community
E  N/A  C  effectively represents the interests of the department to the rest of the university
E  N/A  C  conducts meetings effectively
E  N/A  C  conducts an appropriate number of meetings
E  N/A  C  is readily available for consultation or discussion
E  N/A  C  is collegial
E  N/A  C  provides for effective long-range planning
E  N/A  C  articulates a clear vision for the department
E  N/A  C  applies policies consistently and fairly
E  N/A  C  supports development of innovative programs
E  N/A  C  effectively manages day-to-day operations of the area

MENTORING AND EVALUATION

E  N/A  C  serves as a good role model or mentor for others
E  N/A  C  helps others set and achieve their professional goals
E  N/A  C  helps the entire department set and achieve its professional goals
MENTORING AND EVALUATION (continued)

- **E N/A C** rewards performance consistent with established expectations
- **E N/A C** evaluates others fairly
- **E N/A C** expresses personal appreciation to others for their accomplishments

*If I were to summarize my greatest strengths as a department chair, I would say that these strengths come in the area(s) of:*

*If I were to summarize my greatest challenges as an administrator, I would say that these challenges come in the area(s) of:*

What Motivates People?


SMART Goals

- Specific
- Well-defined
- Measurable
- Able to determine if achieved
- Attainable
- Realistic and well-considered
- Relevant
- Appropriate to the person’s position and trajectory
- Time-Specific
- Specific in terms of deadline
**Earning Your Platinum Card**


---

**Rewards and Recognitions**

Everyone is different, and each person likes to be rewarded or recognized in a different way. To help me be more effective, please answer each of the following questions honestly. I will be the only one to see your answers, so please be candid.

1. What hobbies or special interests do you have?

2. What are your favorite stores?

3. What are your favorite restaurants?

4. What is your favorite type of food and/or beverage?

5. What is your favorite color?

6. Aside from money, what do you consider to be a meaningful “large” reward?

7. What do you consider to be a meaningful “small” reward?

8. What are some things that you don’t feel you’ve been adequately rewarded or recognized for?
**Secret Supporter**

Write the name of each member of the department on an index card.

Mix the cards and distribute them at a meeting.

Make sure no one receives his or her own name.

Make sure no one knows who has whose name.

**Assignment:** By the next meeting, come up with three sincerely positive things to say about that person.

At next meeting, shuffle the cards.

Pass them out without people seeing the name on the back.

Go around the circle: each person reads the three positive things.

Others guess who is being described.

Then, at the end, reveal all the names.
Exercise #6: A Systems Approach to Chairing

Departments are not only composed of individuals; they also consist of the interactions and networks among those individuals. In each area write the name or names of anyone in your department who fits this description. Don’t forget your own name, if the description applies to you. If the description applies to no one, leave it blank. If you work in a unit other than a department, simply substitute that unit’s name wherever the word “department” appears.

Part 1: Contributions

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNOLOGY: Whom do people turn to in your department when they have a question about a computer or smart phone? Whom do people tend to ask when they’re trying to figure out how to use new software?</td>
<td></td>
</tr>
<tr>
<td>PRECISION: Whom do people count on when a document has to be proofread or a column of figures correctly totaled? Who never forgets a deadline?</td>
<td></td>
</tr>
<tr>
<td>BUDGETING: Who has the best sense of how academic budgets work? Who could easily serve as the de facto budget manager of the system?</td>
<td></td>
</tr>
<tr>
<td>VISION: Who tends to see not merely what exists right now but what is possible? Whom might you ask about exciting ideas for future?</td>
<td></td>
</tr>
<tr>
<td>DIPLOMACY: Whom would you want to represent your department to other units (either inside or outside of the institution?) If you had to nominate a member of the faculty or staff to serve as a liaison from your discipline to the rest of the institution or to an external group, whom would you choose?</td>
<td></td>
</tr>
</tbody>
</table>

Part 2: Roles
<table>
<thead>
<tr>
<th>Roles</th>
<th>Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is your department’s <strong>PARENT FIGURE</strong>, the person to whom others go when they have a problem or when they’re feeling down?</td>
<td></td>
</tr>
<tr>
<td>Who is your <strong>PARTY PLANNER</strong>, the person who hosts more social events than anyone else or who always seems eager to celebrate some occasion?</td>
<td></td>
</tr>
<tr>
<td>Who is your <strong>CAREGIVER</strong>, the person who keeps track of everyone’s birthdays, remembers the names of everyone’s spouse and children, or immediately senses when others are facing a personal difficulty?</td>
<td></td>
</tr>
<tr>
<td>Who is your <strong>OUTSIDER</strong>, the person who prefers to be a loner or who has to be encouraged much more than others to participate in group events?</td>
<td></td>
</tr>
<tr>
<td>Who is your <strong>DEVIL’S ADVOCATE</strong>, the person who often seems argumentative just for the sake of being argumentative or who spots the flaw in every idea?</td>
<td></td>
</tr>
<tr>
<td>Who is your <strong>GERBIL</strong>, the person who’s always “running in the wheel but getting nowhere,” always rushing, always frazzled … but who somehow doesn’t accomplish as much as others?</td>
<td></td>
</tr>
</tbody>
</table>

*CONTINUE ONTO THE NEXT PAGE*
<table>
<thead>
<tr>
<th>**Who is your department’s <strong>DEFENSE ATTORNEY</strong>, the person who will always stick up for the underdog and who wants to make sure that no one’s rights are being violated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Who is the <strong>CLASS CLOWN</strong>, the person who always sees the humor in situations (and may sometimes become even a bit too much of a joker)?</td>
</tr>
<tr>
<td>**Who is your <strong>WINDBAG</strong>, the person who always takes too long to say what he or she wants to say and that other people wish would “contribute a bit less” to conversations and meetings?</td>
</tr>
<tr>
<td>**Who is your <strong>BRAGGART</strong>, the person who thinks too highly of his or her achievements and who continually brings the conversation back to himself or herself?</td>
</tr>
<tr>
<td>**Who is your <strong>DRAMA MONARCH</strong>, the person who tends to over-react and make every situation such a big deal or crisis? Remember that there are Drama Kings as well as Drama Queens.</td>
</tr>
</tbody>
</table>
### Part 3: Networks

<table>
<thead>
<tr>
<th>Who are the pairs of people that tend to get together, going to lunch with one another or talking in one another’s offices? Who are probably “friends” on social media?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who are the groups of three or more that tend to get together, going to lunch with one another or talking in one another’s offices? Who are probably “friends” on social media?</td>
</tr>
<tr>
<td>Who tends to vote or side with whom on most issues?</td>
</tr>
<tr>
<td>Who tends to vote against or oppose whom on most issues?</td>
</tr>
</tbody>
</table>

*Continue onto the next page.*
<table>
<thead>
<tr>
<th>Who tends to be jealous or envious of whom?</th>
<th>What rivalries exist?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Who has “baggage” with whom?            |
|-----------------------------------------|---------------------|
|                                          |                     |
Part 4: Drawing Conclusions

1. Are there any members of the department whose contributions or roles don’t align well with their official duties? If so, what type of assignment might be more appropriate?

2. Are there any members of the system whose contributions or roles are being under-utilized? If so, how could you make better use of the talents these people have to offer?

3. What alliances and coalitions currently exist in the department? How could these relationships be better directed to the overall advantage of the department? Are there ways in which these relationships are detrimental to the department? If so, are there strategies you might adopt to improve the situation?

4. What hostilities and competitions currently exist in the department? How could these relationships be better directed to the overall advantage of the department? Are there ways in which these relationships are detrimental to the department? If so, are there strategies you might adopt to improve the situation?
5. As a result of this exercise, what do you now have to keep in mind about your interactions with individual members of the department? In other words, if you do something to one individual’s advantage or disadvantage, who else might be affected by or concerned about this action?
Inventing Your Own Title

One way of getting a handle on your “system” is to have a departmental activity (particularly at a retreat or opening meeting of the year) in which people create their own comic job titles. It’s a good way for you to see how others see themselves.


Here are a few titles to get people started.

- Alchemist
- Captain
- Yogi
- Chairman/Chairwoman
- Charioteer
- Producer
- Pilot
- Director
- Chief
- Master
- King/Queen
- Prince/Princess
- Minister
- Superintendent
- Taskmaster/Taskmistress
- Emperor/Empress
- Wizard
- Monk
- Hierarch
- High Priest
- Leader
- President
- Abbot/Abbess
- Conductor
- Guide
- Shepherd
- Chieftain
- Head
- Ambassador
- Dreamer
- Warden
- Commander
- Grand Marshal
- Champion
- Sprite
- Magician
- Patriarch/Matriarch
- Bestower
Notes from Positive Academic Leadership


“When we focus on problems, we block out solutions.” Michael McMillan. (2009). Pink Bat: Turning Problems into Solutions. Chicago, IL: Simple Truths. 76

Models of Interaction

- Soldier/officer model
- Customer/business model
- Client/professional model

Positive Psychology

Martin Seligman
Zellerbach Family Professor of Psychology at the University of Pennsylvania
http://www.youtube.com/watch?v=9FBxfd7DL3E


Andrea Gardner’s The Power of Words video: https://www.youtube.com/watch?v=OqOzxZss5WA

The Power of Words, Part 2 (It’s Time to Make a Difference): https://www.youtube.com/watch?v=jnwQYwAnud4

A Failure to Communicate cartoon: https://www.youtube.com/watch?v=8Ox5LhIJSBE

Resilience

Andrew Zolli at SACSCOC 2010:
“The ability to maintain core function under the widest variety of operating conditions.”

Harvey Mackay
author of Swim With The Sharks Without Being Eaten Alive
“A dream is just a dream. A goal is a dream with a plan and a deadline.”

How Systems Work
- Not every member of a system has to do the same thing.
  - ecosystem
  - information system
  - the body as a complex system
- The goal is rather to build an effective unit in which all components function together effectively.

Respect
“Respect is recognizing that how you interact with another person will affect your relationship with that person, and then choosing to take actions that will build relationships rather than injure them. Respect helps us decide how to choose to act toward others.” Peter Post, Post, P. (2012). Essential manners for men: What to do, when to do it, and why. (2nd ed.) New York, NY: W. Morrow. Page 4.

Invest in People
The lessons learned from Southwest Airlines:
1. Students come second.
2. Attributes outrank surface credentials.
4. It’s not just about salary.

Sample joke job titles:

   Captain of Campus Merriment  
   Minister of Mischief  
   Departmental Good Will Ambassador  
   Magician of Mayhem  
   Superintendent of Second Thoughts

The Best Summary of Positive Academic Leadership

   Verse 17 of the Tao Te Ching

   True leaders  
   are hardly known to their followers.  
   Next after them are the leaders  
   the people know and admire;  
   after them, those they fear;  
   after them, those they despise.

   To give no trust  
   is to get no trust.

   When the work’s done right,  
   With no fuss or boasting,  
   Ordinary people say,  
   Oh, we did it.

The Positive Academic Leader as Conductor

   Benjamin Zander, music director of the Boston Philharmonic Orchestra, 2008 TED (Technology, Entertainment, Design) conference in Long Beach, California
   http://www.youtube.com/watch?v=r9LCwl5iErE
The conductor is the only person in the orchestra who “doesn’t make a sound. He depends for his power on his ability to make other people powerful.”

Resources


Want to Read More?

Part One: Exploring Positive Academic Leadership
1 What Positive Leadership Means
2 Alternative Approaches to Academic Leadership
3 Applying the Positive Leadership Model to Higher Education

Part Two: Positive Approaches for Yourself
4 Positive Language
Part Three: Positive Approaches for Faculty, Staff, and Students
7 The Academic Leader as Coach
8 The Academic Leader as Counselor
9 The Academic Leader as Conductor

Part Four: Positive Approaches for Higher Education as a Whole
10 Positive Administration Throughout the Institution
11 The Crisis Industry and How Positive Leaders Should Respond to It
12 Playing to Our Strengths

What is ATLAS?

ATLAS Leadership Services is a full-service training and assessment firm that provides:

- On-site leadership training programs in a wide variety of administrative areas
- Weekend Institutes in Academic Leadership
- Instruments to assess collegiality, positive leadership, and other aspects of higher education administration
- Books and other leadership training materials

For more information:

ATLAS Leadership Services
4521 PGA Blvd PMB 186
Palm Beach Gardens FL 33418

visit: www.atlasleadership.com
call: (800) 355-6742
e-mail: questions@atlasleadership.com
Looking for creative ways to develop academic leadership at your institution? ATLAS can bring you programs with proven results that people actually enjoy attending!

The senior partners of ATLAS have years of experience as both academic leaders and leadership trainers. Jeffrey L. Buller, the author of Positive Academic Leadership: How to Stop Putting Out Fires and Start Making a Difference, has held positions ranging from department chair to vice president for academic affairs. Robert E. Cipriano, the author of Facilitating a Collegial Department in Higher Education: Strategies For Success, has been awarded more than $9 million in grants and contracts. Both have delivered hundreds of highly acclaimed leadership training programs in the U.S., Asia, and Middle East.

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- Work-Life Balance
- Time Management
- Conflict Management
- Promoting Teamwork
- Promoting Collegiality
- Mentoring Faculty Members
- Promoting Student Leadership
- Using Data to Inform Decisions
- Best Practices in Faculty Evaluation
- The Essential Academic Dean
- The Essential Department Chair
- Problem Solving for Academic Leaders
- Decision Making for Academic Leaders
- Change Leadership in Higher Education
- Communication Skills for Academic Leaders
- Creating a Leadership Development Program
- Strategic Planning for Deans and Department Chairs
- Best Practices in the Recruitment and Retention of Faculty
- Positive Academic Leadership: A Systems Approach to College Administration

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**Facilitating a Collegial Department**
Collegiality is a factor that academic leaders have to consider when evaluating faculty members. This practical guide offers insight into what to do proactively so that departments and colleges function effectively. Facilitating a Collegial Department is filled with the most current research about what has been proven to work to promote professionalism across the university. $32.50 plus s/h.

**Academic Leadership Day by Day**
Academic leaders are often too busy to learn the latest management strategies or plow through research on higher education administration. This book offers one small step you can take each day to make your work more effective, less exhausting, and increasingly enjoyable. Covers September through May with Jeff Buller’s “positive academic leadership” approach. $20.00 plus s/h.

**Positive Academic Leadership**
Many books for college administrators are fundamentally negative: They tell you how to fix problems after they’ve already occurred. Positive Academic Leadership takes a different approach by providing practical, field-tested suggestions for what administrators can do to create a more positive administrative environment, avoid problems before they occur, and get on with the important work of leading their programs forward. $32.50 plus s/h.

**The Essential College Professor**
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**The Essential Department Chair**
Newly revised and expanded! The second edition of this classic resource is now a complete reference work on how to excel in this difficult administrative role. “…a must-have resource for new and seasoned department chairs.” Lila F. Roberts in *The Department Chair*. $36.50 plus s/h.

**The Essential Academic Dean**
“Buller … [writes] with clarity, sagacity, a brilliant insight borne only of learning through years of experience. … I think courses in educational leadership should require this text for its realistic treatment of everyday issues that arise for deans and other administrators. … This is certainly a must-have.” Joni Mina in *The Teachers College Report*, April 10, 2008. $36.50 plus s/h.
There are plenty of books about change in higher education, but most of them contain the same message: develop an entrepreneurial vision, implement it through strategic planning, and stay the course despite all the short-sighted resistance you’re bound to encounter. That approach works wonderfully—perhaps 5-10% of the time. But what about in the vast majority of cases? The fact is that strategic planning and entrepreneurial “disruptive innovation” aren’t well suited to the organization culture of a college or university. There are better ways of pursuing needed change in higher education, and this book explores them in depth.

Being an academic leader is difficult and complex. And yet surveys consistently indicated that only between 3% and 4% of chairs and deans receive any sort of formal leadership training before beginning their positions. Building Academic Leadership Capacity provides insights into best practices at those colleges and universities that excel in helping administrators become genuine academic leaders. Practical and down to earth, this book guides colleges and universities in the process of beginning or improving their programs to prepare academic leaders for the challenges of the job. Co-authored by Walt Gmelch and Jeff Buller, two of the most respected names in academic leadership training.

In A Toolkit for Department Chairs, ATLAS’ senior partners Jeff Buller and Bob Cipriano present a complete but concise training program for academic administrators. Using a case-study approach, the authors guide the reader through many of the same exercises and activities that have made their ATLAS training seminars so popular. Includes material on hiring and evaluating faculty members, budgeting, communicating effectively, developing collegiality, making decisions, mentoring faculty, and much more.