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COMMUNICATION SKILLS FOR DEPARTMENT CHAIRS

MARY LOU HIGGERSON
FOREWORD BY WILLIAM E. CASHIN
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Communication Skills For Department Chairs

N. Doug Lees



Communication Skills For Department Chairs:

Communication Skills for Department Chairs Mary Lou Higgerson, 1996-08-15 Developed from the author's extensive background in administration, organizational communication, and conducting training sessions, this book presents communication strategies tailored to the specific responsibilities and contexts of the department chair's position. The strategies are applied in real-life case studies that develop critical thinking and communication skills. Practices, questions, prompts, and analyses walk the reader through the case situations to possible solutions to problems. This is a practical and engaging resource for anyone who communicates with multiple constituencies. Back cover

A Toolkit for Department Chairs Jeffrey L. Buller, Robert E. Cipriano, 2015-03-02 A Toolkit for Department Chairs is designed to give academic administrators the skills they need in order to do their jobs more effectively. Combining case studies, scenarios, practical advice, and problem-solving activities, the book offers chairs a valuable resource for negotiating the real-life challenges they face as academic leaders. Many of the case studies and scenarios included in this book have been field-tested by the co-authors in over thirty years of administrative training workshops. Current and aspiring department chairs will discover many new tools that they can include in their administrative toolkits from this practical, accessible book. A Toolkit for Department Chairs works well as a personal resource as well as a training manual for leadership programs and textbook for pre- and in-service education for department chairs. Some additional key features of this book include: Practicality in that it offers specific strategies to address the many challenges faced by department chairs; Adaptability for use as an individual study guide, textbook for leadership programs, or discussion guide for groups of academic administrators; Utility in that it fills a demonstrated need in the field of higher education since 96-97% of current department chairs have received no formal training in their administrative responsibilities; Easy of use through short, sometimes humorous scenarios and case studies that cause readers to reflect on their own administrative approaches

Effective Communication for Academic Chairs Mark Hickson III, Don W. Stacks, 1992-03-02 This handbook examines the communication aspects of the management position in academia. Most academic department chairs are not trained in management skills, including communication strategies. While previous works have dealt with personnel and time management issues, this book illustrates how to communicate with faculty, students, consultation teams, and other administrators in ways that improve the workings of a department while decreasing the workload and tension that often accompany the appointment

Effective Leadership Communication Mary Lou Higgerson, Teddi A. Joyce, 2007-01-15 Conflict can appear with varying degrees of intensity or hostility, but if ignored or managed ineffectively, it can slow or jeopardize an institution's success. Chairs and deans who have leadership responsibilities to both administrators and faculty often find a significant portion of their jobs devoted to conflict management. Their leadership success depends on their ability to effectively manage a variety of conflict-laden situations and negotiate people's varying needs and personalities. This book, at its core, is about communication strategies that support effective leadership.

First it shows how to establish a foundation for effective leadership communication next it discusses developing a fair and effective leadership communication style and finally it shows how to employ leadership communication to manage especially difficult people from prima donnas to pot stirrers Each chapter contains a series of questions and prompts to guide readers through a hypothetical but realistic situation and encourages them to cultivate and practice the first person participant and third person observer roles By moving between these two perspectives readers will gain more insight into their own style of managing conflict and understanding of leadership This skill also permits academic leadership to have more strategic control over the communication in a particular situation thus empowering them to feel and to be more in control in every situation

Research Anthology on Preparing School Administrators to Lead Quality Education Programs Management Association, Information Resources,2020-07-24 The delivery of quality education to students relies heavily on the actions of an institution s administrative staff Effective leadership strategies allow for the continued progress of modern educational initiatives It is crucial to investigate how effective administrators lead their organizations in challenging and difficult times and promote the accomplishments of their organization Research Anthology on Preparing School Administrators to Lead Quality Education Programs is a vital reference source that offers theoretical and pedagogical research concerning the management of educational systems on both the national and international scale It also explores academic administration as well as administrative effectiveness in achieving organizational goals Highlighting a range of topics such as strategic planning human resources and school culture this multi volume book is ideally designed for educators administrators principals superintendents board members researchers academicians policymakers and students *Advances in Accounting Education* Bill Schwartz,Anthony H. Catanach Jr.,2009-09-01 Helps meet the needs of faculty members interested in ways to improve their classroom instruction This title includes articles that emphasize pedagogy that is explaining how faculty members can improve their teaching methods or how accounting units can improve their curricula programs Pathways to Excellence Anthony H. Normore,Kamal Hamdan,Antonia Issa Lahera,2014-12-05 The volume examines how leadership and layers of leaders are developed and cultivated from the classroom to the boardroom Some of the topics include leadership recruitment and selection processes retention coaching and mentoring placement and continued professional development support for aspiring and practicing leaders The Department Chair's Role in Developing New Faculty Into Teachers and Scholars Estela Mara Benisimon,Kelly Ward,Karla Sanders,2000-05-15 With the ranks of new incoming faculty likely to swell in coming years hiring new tenure track instructors and seeing them through to tenure is a department chair s responsibility that carries significant departmental and institutional consequences The Department Chair s Role in Developing New Faculty into Teachers and Scholars is designed to help chairs with the three critical stages of new faculty socialization recruitment and hiring developing faculty in the first year evaluating new faculty performance The authors offer concrete advice and activities model real life situations and provide examples of letters checklists and orientations that can be adapted to

individual contexts This book provides the tools chairs need to adapt habit and intuition into effective management practices The authors advice will help new faculty succeed in their goals of teaching research and service and their new institutions while ensuring department chairs achieve the mission and objective of their own units and the campus and college as a whole

The Construction of Situated Identities of Department Chairs Karin Christina Rade,2005 The Department Chair Alan T. Seagren,John W. Creswell,Daniel W. Wheeler,1993-02-14 This monograph explores the changing role of the academic department chair in the areas of leadership influence and faculty development The paper uses research insights to explore the situation of an academic chair who is squeezed between the demands of upper administration and the expectations of faculty staff and students Studies of the roles and responsibilities of chairs consistently show that the role is ambiguous unclear in authority and difficult to classify as faculty or administrator The tradition of faculty ownership dictates that chair leadership must emphasize empowering activities The most effective use of political influence and power understands the political forces and processes of the institution and maneuvers groups and coalitions to achieve the autonomy and control necessary to a strong department Faculty evaluation provides a chair with a powerful opportunity for developing quality In addition the chair must recognize how institutional type history and culture model of governance and discipline can influence what is expected In the coming years chairs will need a program of professional development on many fronts to acquire the skills to address the complex challenges they will face Contains over 200 references JB A *Short Course on Management and Leadership Skills for Geoscience Department Chairs and Institute Directors* Sheila M. Moore,2001 **The Life Cycle of a Department Chair** John H. Schuh,2004-07-08 This monograph identifies examines and analyzes selected issues related to the career development of the department chair with a special focus on how colleges and universities can assist faculty in preparing themselves for this role and how chairs can be supported during their term of service Chapters examine how chairs can continue to develop their skills while serving in this leadership role and how they can prepare themselves for academic life after they conclude their administrative duties as chair This is the 126th issue of the Jossey Bass quarterly report series New Directions for Higher Education **Strengthening Departmental Leadership** Ann F. Lucas,1994-10-04 A first rate book well worth reading Ann Lucas has taken years of research and reflection and distilled them into an easily understood useful volume designed to help department chairs develop their leadership skills William E Cashin director Center for Faculty Evaluation and Development Kansas State UniversityThis book is a practical guide to developing the survival skills that chairs need in order to function as leaders and build cohesive teams in departments **Communication and Conflict Management** John Emmett Winn,2016-05 Effective communication will make or break a department chair Get a primer on the essential communication and conflict management skills that every department chair needs With illustrative scenarios and a toolbox of practical strategies this book will help department chairs build seven essential skills Active listening Supportive communication Receiving evaluating and acting on complaints

Building rapport Improving problem solving Improving meetings Building buy in Department chairs can use this book as a guide to improve the effectiveness of your communication in your role as a departmental leader a manager a coach and a mentor Academic deans will find this book to be a useful training guide for all new department chairs **Chairing an Academic Department** Walter H. Gmelch, Val D. Miskin, 2004 Full of practical advice and examples this useful guide describes the four key functions of a successful departmental chair recruiting and developing the faculty managing the department's resources leading the department and maintaining the dual role of scholar and manager **The Administrative Portfolio** Peter Seldin, Mary Lou Higgerson, 2002 This book offers administrators a reliable guide to creating a document that evidences performance The Administrative Portfolio is the work of two people who are ideally suited to the task Peter Seldin is world renowned for his work on portfolios and this book draws on his vast experience in helping individuals and institutions develop portfolios Mary Lou Higgerson is a seasoned well respected administrator who has led countless professional development workshops for administrators Together they have produced a resource that administrators at all levels can use with complete ease and confidence to develop their own portfolios Publisher **Chairing Academic Departments** N. Doug Lees, 2006 What role does the position of department chair occupy in higher education today Once characterized as largely a management function the 21st century department chair is now facing a host of emerging challenges that require additional skills and fresh approaches to fulfilling the role In Chairing Academic Departments the author offers experience based suggestions for new existing and potential chairs as they face a higher education enterprise that is undergoing significant change While acknowledging that many traditional responsibilities and expectations will remain unaltered the author also identifies several dynamic functions from entrepreneurial work and fundraising faculty evaluation and motivation student recruitment and retention problem solving and interpersonal interactions such as advising meditating and mentoring The author navigates the changes arising in the role of department chair by offering valuable insight in the following areas Characteristics of effective department chairs How to work with and advocate for internal constituents Managing and disseminating information Recruiting retaining and evaluating faculty Fiscal responsibility and strategic planning Benefits of serving as department chair Planning to exit the chair position While the position of department chair will continue to evolve Chairing Academic Departments equips readers with the situational understanding and practical advice they need to meet the demands of tomorrow **Patient Safety in Emergency Medicine** Pat Croskerry, Karen S. Cosby, 2009 With the increased emphasis on reducing medical errors in an emergency setting this book will focus on patient safety within the emergency department where preventable medical errors often occur The book will provide both an overview of patient safety within health care the culture of safety importance of teamwork organizational change and specific guidelines on issues such as medication safety procedural complications and clinician fatigue to ensure quality care in the ED Special sections discuss ED design medication safety and awareness of the culture of safety

Administrative Leadership in Health, Kinesiology, and Leisure Studies James E. Bryant, 2001 *Leading*

Academic Change Ann F. Lucas, 2000-03-09 To ensure its continued validity higher education needs to change something it cannot do without the participation of department chairs In this book Ann Lucas has assembled some of the most thoughtful people in higher education to provide the line leaders of higher education with the essential knowledge they need to bring those changes about Margaret A Miller president American Association for Higher Education Department chairs are typically amateurs entering upon their position for a limited time with no formal training to prepare them for the many roles and responsibilities that the job requires Both new chairs and more experienced ones will find in *Leading Academic Change* help in dealing with problems they are facing as well as inspiration and insights to go beyond minimum expectations and provide leadership for the future W J McKeachie professor of psychology University of Michigan With practical advice and a platform of sound social science Lucas offers a promising paradigm for chairs to move their departments from a federation of islands to a decision making team Carla B Howery deputy executive officer American Sociological Association For the 80 000 department chairs working on campuses across the nation this visionary yet practical book shows how to manage academic change at the department level It provides useful ideas and strategies on handling resistance to change transforming departments into productive learning communities and improving educational quality for students In twelve incisive chapters top academic scholars authors and consultants address topics and trends as diverse as service learning technological change curriculum renewal faculty reward systems and post tenure review They offer effective models to help department chairs and administrators work through the change process including recommendations based on real world experiences They also integrate the latest research with examples of best practices into a readable accessible format Whether you are a department chair administrator or a faculty member aspiring to improve your department *Leading Academic Change* is the expert's guide to mobilizing faculty energy towards academic success

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