

## Chairs/Directors FLC Description 2024-2025

The Department Chairs and Program Directors FLC invites leaders across academic units to collaborate throughout the academic year to address program leadership expectations, changes, challenges, and successes. Chairs and directors serve as liaisons between stakeholders (administration, faculty, staff, students, families, alumni, donors, and community members) to manage significant responsibilities (curriculum, schedules, budget, committees, recruitment, retention, assessment, professional development, strategic planning, and more), while providing vision, upholding morale, and resolving issues. This FLC will balance the needs and abilities ranging from new, incoming chairs/directors to seasoned pros, who may be transitioning back to the faculty or seeking additional leadership roles. The FLC takes a facilitated workshop approach to prepare leaders, transfer institutional knowledge, share best practices, problem-solve issues in real time, and provide a safe, collegial community of program leaders. To join us, complete this [interest form](#) and request to join our [Teams site](#).

### Department Chairs and Program Directors Faculty Learning Community

Alternate Thursdays, 3:30-4:30 p.m.

GAC Faculty Lounge, Senate Meeting Room

Date	Topic
9/5	Welcome and Orientation
Part I: Policies and Procedures	
9/19	Transitioning as Chair: Training and Communication with Admin and prior Chair
10/3	Working with non-academic departments: HR, OIE
10/17	Course scheduling
10/31	Budgeting: Planning, reports
11/14	Working effectively with Administration
PART II: Self-Care and Self-Protection	
12/5	Liability issues and concerns
12/19	Lessons learned from Fall. Planning for Spring.
1/21-28	Time and workload management (including Email)
PART III: Personnel Management	
2/6	Faculty evaluations and supporting untenured faculty
2/20	Working with difficult people
3/6	Handling student issues: student to student, student and faculty
3/27	Working effectively with support staff
PART IV: Career Trajectories and Management	
4/10	Managing Chair duties with your teaching and scholarship
4/24	Preparation for promotion, administrative career, or back to faculty
5/8	Lessons learned this AY
5/14-22	End of semester celebration