

Program Schedule: 2021-2022

Dates/Times/Location	Topics	Resources
<u>Block 1</u> , Sept. 1, 3:30-5, Faculty Lounge*	Welcome Back & Building Community!	
<u>Block 2</u> , Sept. 29, 3:30-5, Board Room in Armstrong Hall	Tenure & Promotion: File Review and C & D Letter (Tenure Files Due Oct. 22 nd)	<ul style="list-style-type: none"> • Utz, R. (October 13, 2020). <i>Anatomy of an academic genre. Inside HigherEd.</i> • CC's Faculty Handbook, pp. 18-21
<u>Block 3</u> , Oct. 27, 3:30-5, Board Room in Armstrong Hall	Roles & Responsibilities	<ul style="list-style-type: none"> • Weaver, L. D., Ely, K., Dickson, L., & DellAntonio, J. (2019). <i>The changing role of the department chair in the shifting landscape of higher education. International Journal of Higher Education</i>, 8 (4), 175-188. • Gmelch, W. H. (2015). <i>Call to Leadership: Why Chairs Serve, What They Do, & How Long They Serve. AKA.</i> • Hecht, I.W., Higgerson, M. L., Gmelch, W. H., & Tucker, A. (1999). <i>Roles and Responsibilities of Department Chairs. ACE.</i> • CC's Faculty Handbook, pp. 41-42
<u>Block 4</u> , Dec. 1, 3:30-5, Board Room in Armstrong Hall	Developing priorities and a shared vision & Budgeting	<ul style="list-style-type: none"> • Norton, C. (2019, Oct. 22). <i>If you want to lead, start with a vision. Inside Higher ED</i> • Wheeler, D. W. <i>Critical components of departmental success.</i>
<u>Block 5</u> , Jan. 26, 3:30-5, Board Room in Armstrong Hall	Mentoring Colleagues	Comprehensive Faculty Mentoring Guidebook from Columbia University
<u>Block 6</u> , Feb. 23, 3:30-5, Board Room in Armstrong Hall	Managing Conflict	<ul style="list-style-type: none"> • MindTools. <i>Managing Conflicts in Meetings</i> • Higgerson, M. L. (1996). <i>Managing Conflict. In Communication Skills for Department Chairs.</i>
<u>Block 7</u> , March 30, 3:30-5, Board Room in Armstrong Hall	TBD	
<u>Block 8</u> , April 27, 3:30-5:30, Faculty Lounge*	Celebration!	

*Beverages and appetizers will be served