

**First Annual Department Chairs' Workshop**  
**June 27-28, 2018 in Chicago, IL**  
**Agenda**

*Exact Scheduling of Sessions is Subject to Change*

**Informal Meetup (June 26, *Optional*)**

Check in at Cambria Hotel and Suites (166 E. Superior St., 60611) and have dinner on your own

**8:00-9:00 pm:** Informal gathering of participants and facilitators in hotel lounge at Cambria Hotel

**Day 1 (June 27)**

*\*\*From 8:15, coffee service and continental breakfast available in meeting space*

**9:00-9:30 am: Welcome and Introductions**

James Grossman, Kevin Boyle

**9:30-10:15 am: Plenary: Being a Chair: Beyond the Job Description**

Rita Roberts, James Sweet, Elizabeth Leffeldt (five minutes each of intro/reflection, includes issues of women/minorities in leadership roles and time for Q&A)

- Managing teaching, research, and administration
- Negotiating new identity as an administrator/becoming a leader on campus
  - Mentoring faculty & advocating for faculty with upper administration
- Role of chair on broad administrative ecology: level of authority and power in department and within institution

*15 min break*

**10:30-11:30 am: Breakout Session I: Institutional Context and Administrative Imperatives**

Breakout out by institution type

- PhD-granting: James Sweet and Katrin Schultheiss
- Public non-PhD granting: Elizabeth Leffeldt and Jeffrey McClurken
- Private undergraduate: William Kerrigan and Rita Roberts

Topics to discuss:

- Assessment and reporting
- Accreditation/external review
- Institutional Research

*15 min break*

### **11:45-12:45 pm: Breakout Session II: Topics Tailored by Institution**

Some topics may be moved to Breakout Session V

Facilitators tailor as they see fit:

- Being chair at a resource-scarce institution (William Kerrigan)
- Digital Pedagogy (Jeffrey McClurken)
- Alumni and Fundraising (James Sweet)
- Parent relations (Rita Roberts)
- Career Diversity for Historians (TBD)

### **1:00-2:00: Lunch (provided onsite)**

### **2:00-3:15 pm: Plenary: Personnel and Departmental Culture**

Elizabeth Leheldt, Kevin Boyle, Katrin Schultheiss

- Sexual harassment
- Civility
- Power dynamics
- Faculty/staff relations
- AHA to provide draft sexual harassment policies

*15 min break*

### **3:30-4:45 pm: Breakout Session III: Care and Management of Faculty**

Breakout out by institution type

- PhD-granting: James Sweet and Katrin Schultheiss
- Public non-PhD granting: Elizabeth Leheldt and Jeffrey McClurken
- Private undergraduate: William Kerrigan and Rita Roberts

Topics to discuss:

- Contingent faculty: management, mentoring, etc.
- Mental health
- Review process: hiring, promotion, tenure

*15 min break*

### **5:00-5:45 pm: Group Lightning Round**

Kevin Boyle & James Grossman to run

An open-ended lightning round in which everyone is encouraged to throw out creative ideas about any relevant topic even if they are just ideas with no implementation plan. Two minutes per speaker. Contributions will be used to generate break out topics for Day 2.

*Break*

### **7:30-10:30 pm: Workshop Dinner (Reserved Room: Quartino Ristorante, 626 N. State St.)**

## **Day 2 (June 28)**

*\*\*From 8:00, coffee service and continental breakfast available in meeting space*

### **8:30-8:45 am: AHA Programming—How Can We Help You?**

James Grossman, Kevin Boyle, Emily Swafford

### **8:45-9:45 am: Plenary: Diversity**

Rita Roberts and James Sweet

Topics to discuss:

- Recruiting and training faculty
- Students
- Role of department chairs in expanding pipeline

*15 min break*

### **10:00-10:30 am: Introduction to Enrollments**

Elizabeth Lehfeltdt

*15 min break*

### **10:45-11:45 am: Breakout Session IV: Enrollments**

Breakout out by institution type

- PhD-granting: James Sweet and Katrin Schultheiss
- Public non-PhD granting: Elizabeth Lehfeltdt and Jeffrey McClurken
- Private undergraduate: William Kerrigan and Rita Roberts

Topics to discuss

- Cross-disciplinary initiatives/creating flexibility within the major
- AHA Tuning and recruitment

### **12:00-1:00 pm: Lunch (provided onsite)**

### **1:00-2:00 pm: Breakout Session V: Topics Suggested by Lightning Round**

*15 min break*

### **2:15-3:00 pm: Closing Plenary: Professional Identity & Career Paths**

Elizabeth Lehfeltdt and Jeffrey McClurken