Virtual Department Chairs’ Workshop  
July 19-21, 2021

Agenda

Exact Scheduling is Subject to Change

Monday, July 19

10:00am-10:30am ET (tech check in)  
Facilitators and AHA staff

Day 1: 10:30am-12:30pm ET

10:30-10:50am: Welcome and Introductions  
Jim Grossman, Jackie Jones

10:50-11:20: Plenary: Being a Chair: Beyond the Job Description  
Chris Boyer  
Nerina Rustomji

• Managing teaching, research, and administration
• Institutional thinking
• 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

10 min break

11:30-12:20: Breakout: Care and Management of Faculty  
Breakout by topics, divided into sessions to explore 2 topics of your choosing  
11:30-11:55 and 11:55-12:20

Topics to discuss:  
• Strategies to support contingent faculty, Nerina Rustomji
• Faculty Professional Development, Laura McEnaney
• Difficult faculty members, department dysfunction, Jim Sweet
• Managing tenure and promotion, Carlos Blanton
• New Chairs, Jackie Jones

12:20-12:30: Farewell and overview of next day
Tuesday, July 20

1:30pm-2:00pm ET (tech check in)
Facilitators and AHA staff

Day 2: 2:00-4:00pm ET

2:00-2:30: Breakout: Institutional Context and Building Departmental Culture

Breakout by institution type
Laura McEnaney (liberal arts)
Liz Leffel (regional public)
Chris Boyer (R1)
• Note: Some institutions will not fit neatly into these categories. Participants should attend
the breakout group that suits their needs for each institution break out.

Topics to discuss:
• Building alumni networks
• Advocate and/or ambassador for the department across campus
• Power dynamics
• Faculty/staff relations

2:30-3:00: Plenary: Equity and Inclusion: Reckoning with Racist Pasts
“If not now, then when?: Race and reckoning on a university campus”
Maureen Elgersman Lee

10 min break

3:10-3:50: Breakout Session: Equity and Inclusion

Breakout by institution type
Nerina Rustomji (liberal arts)
Chris Boyer (regional public)
Tyler Stovall (R1)
• Note: Some institutions will not fit neatly into these categories. Participants should attend
the breakout group that suits their needs for each institution break out.

Topics to discuss:
• What is the role of the chair in working toward equity and inclusion, including race and
gender, in the following arenas?
  o Recruiting and training faculty
  o Students
  o Expanding pipeline
3:50-4:00: Farewell and overview of next day

4:00-4:30: Optional social time for participants

**Wednesday, July 21**

10:00am-10:30am ET (tech check in)
Facilitators and AHA staff

Day 3: 10:30am-12:30pm ET

10:30-10:50am: Social Hour: Break into old and new chairs

10:50-11:30: Breakout: Administrative Imperatives

*Breakout by institution type*

Nerina Rustomji (liberal arts)
Jennifer McNabb (regional public)
Carlos Blanton (R1)

- Note: Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.

Topics to discuss:
- Assessment and reporting
- Accreditation/external review
- Institutional Research
- General Education requirements

10 min break

11:40-12:20 pm: Breakout: Nitty Gritty of Institutional and Administrative Work

*Breakout by institution type*

Laura McEnaney (liberal arts)
Jennifer McNabb (regional public)
Carlos Blanton (R1)

- Note: Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.

Topics to discuss:
- Budgets: how to
- Dual Enrollment/Concurrent Enrollment
• Working with administrators across campus
• Campus digital environment and imperatives: obligation, opportunity, or otherwise?
• Fundraising
• Running an effective meeting
• Supporting online/hybrid teaching
• Teaching amid “divisive concepts” legislation

12:20-12:30: Farewell and overview of next day

12:30-1:00pm: Optional social time for participants

Thursday, July 22

1:30pm-2:00pm ET (tech check in)
Facilitators and AHA staff

Day 4: 2:00-4:00pm ET

2:00-2:20 pm: AHA Programming—How Can We Help You?
James Grossman, Emily Swafford

2:20-3:00: Breakout Session: Enrollments

Breakout by institution type
Wendy Lucas (small departments)
Liz Lehfeldt (regional public)
Ben Vinson (R1)
• Note: Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.

Topics to discuss:
• Communicating value of history degree and marketing the major
• Strategies to manage outside pressures: from administrators, curricular changes, etc
• How to target specific audiences
• Mobilizing digital resources
• General recruitment strategies
• Supporting online/hybrid teaching
• Teaching amid “divisive concepts” legislation

10 min break
3:10-3:50: Closing Plenary: Professional Identity & Career Paths
   Chris Boyer
   Maureen Elgersman Lee
   Laura McEnaney

3:50-4:00: Closing Remarks