

## Annual Department Chairs' Workshop

July 17-18, 2023

Chicago, IL

### Agenda

*Note: Sessions throughout the workshop have been broken out by institutional type and size (Graduate large, graduate small, and undergraduate). Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs.*

#### **Sunday, July 16**

Check in at Hyatt Centric Magnificent Mile (633 N St Clair Street, Chicago, Illinois, 60611) and have dinner on your own. Check-in begins at 3:00 PM.

#### **Monday, July 17**

Breakfast on your own.

**American Bar Foundation, 420 E. Superior St., Chicago, IL 60611**

#### **9:15-9:30 am: Check-in**

#### **9:30-10:20 am: Welcome and Introductions**

Name, Organization, type/size of dept./institution, how long you've been chair, what's the greatest challenge you've been facing [Note: Please limit responses to two minutes each, with a focus on challenges faced in your department rather than on personal/professional information, which can be found in the bios circulated before the workshop.]

*10 min break (coffee and snacks provided)*

#### **10:30-11:45 am: Breakout Session 1: Curriculum and Enrollments**

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Ravi Gupta
- Undergraduate: Anne Hyde

Possible topics to discuss:

- Recruiting students from diverse backgrounds (curricula, bridge programs, etc.)
- Increasing enrollments
- Talking about careers/why study history
- Responding to student needs and interests
- MA programs (if applicable)

*15 min break*

**12:00 pm-1:00 pm: Breakout Session 2: Administrative Imperatives and Policies**

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Ravi Gupta
- Undergraduate: Anne Hyde

Topics to discuss:

- Assessment and reporting
- Accreditation/external review
- Institutional Research
- General Education requirements
- Artificial Intelligence

**1:00-2:00 pm: Lunch (provided onsite courtesy of American Academy of Arts & Sciences)**

During lunch, please sign up for Day 2 Breakout Sessions

**2:00-3:15 pm: Breakout Session 3: Institutional Context and Building Departmental Culture**

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Ravi Gupta
- Undergraduate: Anne Hyde

Topics to discuss:

- Being a Chair: Beyond the Job Description
- Faculty/staff relations
- Power dynamics
- Advocate and/or ambassador for the department across campus
- Building alumni networks

*15 min break (Stan's Donuts)*

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

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Ravi Gupta
- Undergraduate: Anne Hyde

Topics to discuss:

- Strategies to support non-tenure-track faculty
- Faculty Professional Development
- Managing tenure and promotion
- Difficult faculty members, department dysfunction

### **7:00-10:00 pm: Workshop Dinner**

Francesca's on Chestnut – Di Sotto Enoteca  
200 E. Chestnut Street, Chicago IL 60611  
10-minute walk from hotel

## **Tuesday, July 18**

Breakfast on your own.

### **9:15-10:45 am: Session 5: Breakouts by Subject**

40-min sessions with a 10-minute break in between

Breakout by topic

- Divisive concepts
- New chairs
- Self-care for chairs
- Harassment policies and procedures
- Managing and supporting staff
- Overseeing graduate programs: unions, pay rates, dysfunction
- Supporting non-tenure-track faculty/AHA Contingent Faculty Survey

*15 min break (coffee and snacks provided)*

### **11:00 am-12:15 pm: Diversity, Equity, and Inclusion (SSRC)**

### **12:15-1:15 pm: Lunch (provided onsite courtesy of SSRC)**

**1:15-2:15 pm: Session 6: Nitty Gritty of Institutional and Administrative Work**

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Ravi Gupta
- Undergraduate: Anne Hyde

*Possible Topics Include:*

- Budgets
- Working with administrators across campus
- Fundraising
- Running an effective meeting
- Teaching schedules and assignments
- Service assignments and equity

*15 min break*

**2:30-3:15 pm: Closing Session: Continuing Conversations**

This closing session provides an opportunity for attendees to reconvene as a group and discuss key takeaways from the workshop. Facilitators will present selected discussion topics from the breakout sessions that are likely to generate further conversation.