

Annual Department Chairs' Workshop
July 15-16, 2024
Evanston, 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 14

Check in at the Hilton Orrington/Evanston hotel (1710 Orrington Avenue, Evanston, IL 60201) and have dinner on your own. Check-in begins at 3:00 PM.

Monday, July 15

Breakfast on your own.

Harris Hall-Room 108
1881 Sheridan Road
Evanston, IL 60208

9:00-9:15 am: Check-in

9:15-11:15 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.]

20 min break (coffee and snacks provided)

11:35 am-12:50 pm: Breakout Session 1: Curriculum and Enrollments

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Kevin Boyle
- 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)

10 min transition

1:00-2:00 pm: Lunch

During lunch, please sign up for Day 2 Breakout Sessions

2:00-3:15 pm: Breakout Session 2: Care and Management of Faculty

Breakout by selected groups (distributed between experienced and new chairs)

Topics to discuss:

- Faculty Professional Development
- Managing tenure and promotion
- Difficult faculty members, department dysfunction

15 min break

3:30-4:45 pm: Breakout Session 3: Assessment, Accreditation, and Policies

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Kevin Boyle
- Undergraduate: Anne Hyde

Topics to discuss:

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

7:00-9:30 pm: Workshop Dinner

LeTour Restaurant

625 Davis St.

Evanston, IL 60201

Tuesday, July 16

Breakfast on your own.

9:00-10:45 am: Sessions 4/5: Breakouts by Subject

45-min sessions with a 15-minute break in between

Breakout by topic

- Artificial Intelligence
- Unionization
- Activism
- New Chairs
- Supporting Non-tenure-track faculty
- Divisive concepts
- New chairs
- Self-care for chairs
- Harassment policies and procedures
- Managing and supporting staff
- Overseeing graduate programs: unions, pay rates, dysfunction
- DEI

15 min break (coffee and snacks provided)

11:00 am-12:15 pm: Session 6: Institutional Context and Building Departmental Culture

Breakout by institution type

- Graduate, large: Laura Hostetler
- Graduate, medium: Kevin Boyle
- 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

12:15-1:15 pm: Lunch and “Life After Chair” Discussion

Led by Edward Muir, Laura McEnaney, and Laura Hostetler

1:15-2:00 pm: Session 7: Breakout by Subject

See topics from above

15 min break

2:15-3:00 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.