



NEW DEANS' SEMINAR

2018

TODAY PRESENTERS

Theresa Lee, University of Tennessee Knoxville

Kevin Corcoran, Oakland University

Elizabeth Kavran, Ursuline College

CCAS DEANS' SEMINAR 2018



NASHVILLE, TENNESSEE

9-11 JULY 2018

- 28 Deans & 12 Associate Deans
- CCAS New Deans' Seminars
 - began in 1988 at William and Mary
- Purposes:
 - Sharing best practices
 - Networking

THREE DAYS OF PRESENTATIONS AND DISCUSSIONS

- Leadership
- Development Activities
- The Roles of Associate and Assistant Deans
- Legal Issues for Deans
- What Presidents and Provosts Expect from Deans
- Thought-provoking Case Studies

TODAY WE HIGHLIGHT THREE SESSIONS

- **Getting Started as Dean**
Elizabeth Kavran, *Ursuline College*
- **Getting Excited About Planning & Resource Management**
Kevin Corcoran, *Oakland University*
- **Managing Faculty Issues**
Theresa Lee, *University of Tennessee*

Getting Started as Dean

Elizabeth Kavran

Ursuline College

STARTING OFF RIGHT

1. Building trust

- positive first steps with chairs and team

2. Establish your team

- Evaluate & understand organizational structure and responsibilities
- Value in team retreat
- Incorporate faculty

EXPAND YOUR TEAM

3. Be seen

- Get out and walk around
- get to know faculty

4. Listen and Learn – Get to Know the University

- Other College Deans
- Advancement Office, HR, General Counsel, Alumnae, Provost, CFO, Diversity Officer, Student Affairs, IT



MANAGE CHANGES

5. Walk into conflict, don't avoid it

- Create positive effect & avoid costly mistakes

6. Diplomat, Dove and Dragon



Getting Excited About Planning & Resource Management

Kevin Corcoran

Oakland University

#1 PLANNING AND RESOURCE MANAGEMENT INTRINSICALLY INTERCONNECTED

- Resources are rarely plentiful
- Opportunity for shared governance
- Holds units accountable



#2 KNOW YOUR BUDGET AND PROCESSES

- How is your budget determined? Model?
- Processes and rules at all levels
- Who is accountable? For what?
- Role of chairs?



#3 YOU CANNOT MANAGE A BUDGET WITHOUT RESOURCES

- Relationships, Relationships
- Planning & Date essential
- Getting creative



Managing Faculty Issues

Theresa Lee

University of Tennessee

KEYS TO WORKING WITH FACULTY

- Know your institutional context & types of faculty
- Set priorities and procedures with department heads for recruitment
- Priorities and procedures for faculty development, retention and retirement
- Dealing with faculty who have problems
- Working effectively with faculty

INSTITUTIONAL CONTEXT

- Union/Non-union
- Public/Private
- National/Regional
- Large/Small
- Residential/Commuter
- Role of research, online instruction, specific missions

TYPES OF FACULTY

- Spectrum
 - Tenure Track, Non-TT Lecturers/Instructors, Clinical, Full/Part-time
 - What is your mix? What is the right mix?
- Promoting faculty *esprit de corps* across all faculty
- Setting workload and promotion expectations for each group

FACULTY RECRUITMENT

- Setting hiring priorities based on strategic plans and budget
- Procedures for search committees
- Promoting diversity and gender equity
- Procedures for developing offers – salary, start-up, moving, other costs

FACULTY DEVELOPMENT

- Mentoring at various career stages
- Evaluation at various career stages
- Retention at various career stages
- Retirement

INDIVIDUAL FACULTY PROBLEMS

- Grievances brought against faculty or by faculty
- Improper conduct, history of poor annual reviews
- Termination
- Get to know your lead HR officer, your Title IX officer, Campus lawyer you will work with

WORKING EFFECTIVELY WITH FACULTY

- Know about important faculty committees and their leadership
 - Ex. Faculty Senate, Curriculum committee
- Understand institutional governance issues that arise from the institutional context
- Choose Chairs/Heads and Program Directors carefully. They will be your front line with the faculty

NEW DEANS' SEMINAR JULY 14-17

THE PFISTER HOTEL, MILWAUKEE

- If you are interested in attending next summer, please leave your business card and we will contact you when it is time to register.
 - New Deans, Associate and Assistant Deans
- Enjoy the rest of the meeting in Chicago!

KEY TAKEAWAYS

- CCAS mission is providing opportunities for deans to learn from other deans
- Getting started involves NETWORKING UP, DOWN and LATERALLY
- Getting started involves LEARNING the local culture
- Getting started involves learning about and MANAGING your resources & budget opportunities
- Getting started is easier if you find MENTORS

PRESENTERS

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THANK YOU

CHICAGO 
#CCAS2018