

# CCAS

Council of Colleges of Arts & Sciences

ON-CAMPUS

## LEADERSHIP DEVELOPMENT WORKSHOPS

FOR CHAIRS/HEADS

**Are you looking for a DIFFERENT  
kind of professional development for  
your department chairs/heads?**

CCAS now offers an on-campus workshop that allows you to:

- focus on topics and challenges confronting all chairs—new and experienced,
- tailor the content to the particular needs of your College/School,
- accommodate all of your chairs/heads,
- reduce travel and registration costs and time away from campus, and
- encourage team-building among your chairs/heads.

The CCAS Leadership Development Workshop for Chairs/Heads is a cost-effective alternative to sending only a few chairs to off-campus chair workshops.



## Purpose

The CCAS Leadership Development Workshop for Chairs/Heads is intended for Colleges/Schools looking for a team-centered approach to enhancing the skills and confidence of its chairs. In a one-day session on campus (or at an off-campus site), a visiting dean/facilitator provides interactive training in such topics as:

- The Chair as Academic Leader
- Managing People and Conflict
- Faculty Evaluation
- Recruitment, Retention & Development of Faculty
- Resource Management
- Working with the Dean

Case studies are used with each topic. The curriculum is based upon that used for the traditional Seminar for Department Chairs, but it can be tailored to fit a College's circumstances. It is highly recommended that the purpose and topics for the workshop be agreed to collaboratively by the Dean and Chairs.

## Facilitators

A roster of facilitators is maintained by the Executive Office, consisting of deans who previously served as directors of the CCAS Seminar for Department Chairs. Resumes are provided to the requesting College/School so that the Dean can choose the facilitator most appropriate for his/her setting. The Dean and selected facilitator subsequently agree upon a date for the campus visit.

## Sample Schedule

### DAY 1

Facilitator arrives in the afternoon;  
meets with Dean

Welcoming reception with participants

### DAY 2

Breakfast

Morning sessions

Lunch

Afternoon sessions

Workshop adjourns mid-afternoon

## Costs

CCAS charges an administrative fee (\$750 member/\$1,000 non-member) for providing the facilitator referrals, the curriculum materials, and the evaluation. The facilitator receives an honorarium (\$1500/one-day workshop, unless the college wishes to engage the facilitator for a longer period of time or for variation from the existing curriculum). The College pays the honorarium and travel expenses for the facilitator.

## For additional information

[www.ccas.net](http://www.ccas.net) > Resources > Leadership Development Workshops for Chairs/Heads.

To discuss a possible workshop, contact CCAS Executive Director Anne-Marie McCartan at ammcca@wm.edu, or phone 757-221-1741.

