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“Did we tell you...?” Things new administrators need to know

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Presenter Information

Wendy G. Troxel, Stacey Jones Bock, Amy Hurd, and Deborah Garrahy

Academic Chairpersons Conference
February 4-6, 2015

Due: July 14, 2014

Proposal Content:

- 1. Primary presenter:** Wendy Troxel, Associate Professor, Former Chair
- 2. Additional presenters:** Stacey Jones-Bock, Interim Chair, Special Education; Amy Hurd, Interim Director, Graduate School; Deb Garrahy, Director, Cecilia J. Lauby Teacher Education Center
- 3. Title:** (10 words): “Did we tell you...?” Things new administrators need to know
- 4. Abstract:** (25-50 words): A panel of tenured professors who transitioned to administrative positions within the last two years, will provide insights into the most important things new leaders need to know in order to be successful.
- 5. Keywords:** (5) Leadership, Transition, Communication, Networking
- 6. Presentation topic theme:** Communications
- 7. Target audience:** New department chairs
- 8. Type of presentation:** Interactive workshop
- 9. Objective(s) of the presentation:**
 - Participants will learn important aspects of administration, but are not necessarily told
 - Participants will interact with panelists to develop additional insights into the experiences of new administrators
 - Participants will learn about the transition from faculty to administrator status
 - Participants will leave the session with applicable administrative strategies
- 10. Description of the session (300-500 words):**
 - a. Include applicability to a broad audience (presenters are chairs & directors of other units of varying size and responsibility)

Oftentimes new administrators are put into positions, given a brief orientation, and left to learn on the job. Transitioning from a faculty member to a new administrator requires a steep learning curve and learning as you go. Getting the perspective of other administrators can help the novice consider different perspectives, understand what questions to ask, realize their experience aren't so unique, and get ideas on how to better lead their units.

Panelists were selected to provide a wide variety of experiences from varying units on campus. This group is comprised of department chairs and directors of ancillary units who are at different points in their initial administrative appointment including: one who has completed her first year

as Director of the Graduate School; one is in her second year as Director of the Teacher Education Center; one is in her second year as Chair of Special Education and one just completed a two year term as Chair of Educational Administration and Foundations. Each panelist oversees a variety of organizational structures: faculty, administrative personnel, civil service employees (union and non-union), responsibilities and came into positions with unique and challenging environments.

The program will be designed as an interactive session where the panelists and participants will have the opportunity to share their experiences and discuss/develop successful strategies. Participants will be given five topic areas: 1) Building your network, 2) Getting your house in order, 3) Sustaining or changing the culture, 4) Communication, and 5) Managing your resources. From these topics specific strategies will be discussed and developed to help new administrators. The panelists in turn will facilitate this interaction and add their own perspectives that may be helpful to the audience.