Department Heads’ Expectations for Faculty

ADVANCE FAST

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Information Gathering on Expectations

• Know the Culture of your unit.
• What are YOUR Department Head’s expectations? Primary Committee?
• Research, teaching, service
• align your time with expectations
• Know policies AND norms
• Ask Questions-Cross check advice
Community in your Department

• Participate—Observe—Network—Engage

• Help your department be the kind of place you want to be a part of

• Seek feedback on your work and get it out!

• Find friends you can count on within and outside your unit-
What Do Department Heads Do?

- Provide Guidelines and Information for Faculty
- Manage the Promotion and Tenure Process and Guidance for Faculty
- Help define vision and mission of department
- Align Unit with University/College Strategic Goals
- Lead and manage department
- Make teaching and research assignments
- Assign committees and responsibilities
- Empower others
Department Head Responsibilities

• Annual performance reviews
• Determine merit salary increases
• Help create inclusive department
• Help mentor and obtain training for faculty and staff
• Help new faculty and staff get started and be successful
• Identify and help obtain opportunities for department, faculty, staff, and students
• Help obtain resources for faculty and department
Department Head Responsibilities

• Promote and encourage faculty and staff; Highlight accomplishments of others
• Treat everyone fairly and with respect
• Listen and be open to new ideas
• Address problems
• Make difficult decisions-Facilitate discussions; Build consensus
• Work to enhance reputation of faculty and department
• Represent department to stakeholders
Department Head as your Ally

- Consult with Head for aligning expectations with your goals and passions

- Heads invested in your success

- Take Advice

- Document all of your activities-Form 36
Frequent Communication with Head

• Keep in touch with Department Head

• Keep them informed of positive and negative

• Respond/reply in timely way to requests from DH

• Bring all concerns to the DH—let them help you
  – Resources, access to data or equipment, trouble in mentoring relationships, personal obstacles to productivity
Design your Trajectory for Success

• P & T Document allows you to tell your story

• What will you have accomplished in terms of the impact of your program?

• What will be the evidence of your scholarly activities?

• What will your peers think of your program?

• What resources will you have obtained to help support your program?

• How will you have engaged students?