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—
  – your role in broader department goals and success

• Seek feedback on your work and get it out!

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

- Provide Guidelines and Information
- Manage the Promotion and Tenure Process
- Define Vision and Mission of Department
- Align Unit & University/College Strategic Goals
- Lead and Manage Department
- Teaching and Research Assignments
- Assign Committees and Responsibilities
- Empower Others
Department Head Responsibilities

• Annual performance and merit salary reviews
• Help create inclusive department
• Help mentor faculty and staff
• Help new faculty and staff get started and be successful
• Identify and help obtain resources and opportunities
• Promote and encourage
• Highlight accomplishments
Department Head Responsibilities

• Treat Everyone Fairly and With Respect
• Listen and Be Open to New Ideas
• Address Problems—Facilitate Discussions
• Make Difficult Decisions
• Build Consensus
• Enhance Faculty and Department Reputation
• 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

• Tell them positive and negative-help them understand your contributions to shared mission

• 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 –
  • impact of your program?

• What will be 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?