

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?