LEADERSHIP TRAINING
FOR DEPARTMENT CHAIRS
November 14 - 15, 2014
Orange County, CA
Learn the three tenets of successful department chairs.

OVERVIEW

Department chairs require practical knowledge to lead their departments in working as a functional unit within the institution. However, chairs rarely receive the training needed to assume their role. By giving department chairs the training they require, institutions can protect themselves against unnecessary risk, increased time and money spent on avoidable complaints, and chronic turnover at the chair level.

Join us in Orange County for a two-day leadership workshop for department chairs. This workshop will be led by experts in the session topics and will assist department chairs in their work as managers and academic leaders of their departments. Our expert faculty will focus on the three most important tenets of leadership training for department chairs, including:

- Effective communication skills
- Personnel management
- Budgeting and resource allocation
- You will leave this workshop better prepared to lead within both your department and your institution.

WHO SHOULD ATTEND

Whether you are a seasoned department chair or new to your position, we encourage you to attend this conference. You will benefit from our substantive conversation on the critical skillsets that you need to get a jumpstart in your position. Deans and associate deans are also encouraged to attend; you will learn how to better support your department chairs.

LEARNING OUTCOME

After participating in this conference, you will be able to develop the skills necessary to advance your leadership role as a department chair.

CLICK HERE TO REGISTER

http://www.academicimpressions.com/conference/leadership-training-department-chairs
A UNIQUE LEARNING EXPERIENCE

Intentionally designed to balance information-sharing with learning activities, this conference will guide you through three important tenets of leadership training for department chairs: effective communication skills, personnel management, and budgeting and resource allocation. To demonstrate practical understanding of these three skills, case scenarios will be used in every session. You will be able to problem-solve each skill through the case scenarios that will be provided.

RELATED PUBLICATION

Leadership Training for Department Chairs

SAVE $100 ON THIS EVENT WITH AI PRO!

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FRIDAY, NOVEMBER 14, 2014

8:00 - 8:30 a.m.  Registration and continental breakfast (included in registration fee)

8:30 - 8:45 a.m.  Welcome and introductions

8:45 - 10:15 a.m.  Understanding the Dean’s Expectations and Leadership Style and Making the Connection with the Chair’s Responsibilities

Department chairs act as intermediaries between their departments and college leadership. The increasing demands on faculty and administrators to “do more” with shrinking resources creates a situation in which the department chair must both champion the vision and values of the department and further the dean’s goals and plans for the college. This session focuses on three key aspects of the chair’s daily balancing act:

• Departmental/College vision and values – understanding the importance of unit culture, building stakeholder buy-in, and aligning vision and values through strategic planning
• Stress and time management - success is in how you cope with stress
• Work/Life integration - working smarter through prioritization and focused work time, learning to do some tasks “well enough,” and learning to delegate (and trust)

10:15 - 10:30 a.m.  Break

NUTS-AND-BOLTS OF THE JOB – SKILLS NEEDED

10:30 a.m. - 12:00 p.m.  Skill #1 – Effective Communication Skills

Effective communication helps department chairs manage their departments better by dealing with difficult situations, creating a positive work environment, and building stakeholder buy-in. This session will discuss:

• Self-Assessment: What are my communication strengths?
• Active listening and supportive communication
• Receiving, evaluating, and acting on complaints

12:00 - 1:00 p.m.  Lunch (included in registration fee)

1:00 - 2:30 p.m.  Skill #1 Continued – Effective Communication Skills

Building on our discussion of effective communication skills, we will discuss how the chair can improve departmental morale and facilitate positive change through:

• Building rapport/fairness
• Improving problem solving
• Improving meetings
• Building buy-in
FRIDAY, NOVEMBER 14, 2014 (CONTINUED)

2:30 - 2:45 p.m.  Break

2:45 - 5:00 p.m.  Skill #2 – Leading People and Change: Personnel Management
As a department chair, you are responsible for helping your department clarify its vision, plan strategically for the future, and carry out the larger mission of the university. Two essential functions of the chair’s role are to motivate your faculty colleagues to work as a cohesive, collegial unit and to achieve voluntary compliance with mandates from external authorities (including the dean, the president, trustees, and strategic plans). Recruitment of quality faculty that fit the department’s vision and mission is critical, as is mentoring current faculty through the retention, tenure, and promotion processes. In this session, you will learn how to inspire your colleagues, anticipate challenges you are likely to face, and solve difficult personnel problems within the constraints of employment law and your institutional context.

5:00 - 6:00 p.m.  Networking reception (included in registration)

SATURDAY, NOVEMBER 15, 2014

8:00 - 8:30 a.m.  Continental breakfast (included in registration fee)

8:30 - 9:15 a.m.  Skill #2 Continued – Leading People and Change: Personnel Management
Building on our discussion from day one, this session will focus on common challenges that department chairs inevitably face in the area of personnel management, strategies for mitigating (or even preventing) such challenges, and critical steps to take in managing each kind of personnel problem. The discussion will focus on cases drawn from actual, recent experiences of department chairs from across the disciplines.

9:15 - 11:00 a.m.  Skill #3 – Budgeting and Resource Allocation
A chair should strategically understand the overall vision, mission, goals, financial needs, problem areas, and changing landscape in which the department operates and from which you must approach budget planning. Planning the department budget is one of a department chair’s most important responsibilities—not because this is exceptionally difficult, or that other administrative staff members cannot do it, but because strategic planning, resource allocation, and departmental mission and goals are inextricably linked. This session will discuss:

• Understanding college/university budgets 101
• Department budgeting and management
• Enrollment management and scheduling
• How to spread the money
SATURDAY, NOVEMBER 15, 2014 (CONTINUED)

11:00 - 11:30 a.m.  Tying All Three Skills Together
In this session, we will pull together the common threads of the previous sessions and discuss how to take the lessons learned here back to your department for immediate application. We will focus particular attention on the need for:
• Essentials of effective communication: transparency, clear articulation of expectations, etc.
• Solving problems sooner, rather than later
• Flexibility and resiliency
• Understanding boundaries – both interpersonally and legally

11:30 a.m. - 12:00 p.m.  Program Takeaway and Wrap-up
What have you learned that you can immediately apply to your situation, and what questions do you still have? In this panel format, your instructors will tackle your remaining questions.

POST-CONFERENCE WORKSHOP: FUNDRAISING BASICS FOR DEPARTMENT CHAIRS

12:00 - 1:00 p.m.  Lunch for post-conference attendees (included in workshop registration fee)

1:00 – 4:00 p.m.  Post-Conference Workshop: Fundraising Basics for Department Chairs
Department chairs’ fundraising roles are diverse. They range from serving as liaison between administration and faculty to mentoring faculty on advancing research programs to developing strategies that enhance external funding opportunities. During this workshop you will learn effective strategies that can be tailored specifically to your department to enhance external funding.

Department chairs who participate in the post-conference workshop will be provided tools that enable you to:
• Develop strategies to work with advancement and research offices to assist your department in procuring more external funding
• Explain the different advancement and research office approaches to fundraising practices
• Design effective communication strategies for the dean’s office to share with the external campus community about your department
• Identify your strengths in the department using a three-step strategic process
• Create a more comprehensive knowledge of the emerging fundraising environment encompassing federal agencies, state agencies, private foundations, and donors
• Create a short summary of the department’s strengths in finding external funds.
INSTRUCTORS

ROBERT CIPRIANO / Professor Emeritus and former Department chair
Southern Connecticut State University

Dr. Cipriano has a doctorate degree from New York University in Therapeutic Recreation with a cognate area in College Teaching. He has published four textbooks, contributed chapters in three additional textbooks, has published more than 160 journal articles and manuscripts, and has received in excess of $9 million in state and federal grants and contracts. He has served as an expert panelist to review federal grants for the US Department of Education on 16 separate occasions. His book, Facilitating a Collegial Department in Higher Education: Strategies for Success, was published by Jossey-Bass in 2011. His newest book, A Toolkit for Department Chairs, is due to be published in February, 2015 (Rowman & Littlefield Publishing). Dr. Cipriano has delivered more than 250 presentations in Asia, the Middle East, and the United States. He has also been invited to present on the topics of collegiality, civility, and managing conflict at more than 50 colleges and universities in the US and the Middle East. Dr. Cipriano has served as a department chair for 28 years.

JENNIFER FAUST / Former Associate Vice President for Academic Affairs
California State University

Dr. Faust has extensive experience in faculty affairs administration including strategic planning, labor relations and grievance handling, faculty policy, faculty and department chair training and development, and faculty personnel management. As a long-time faculty member and a department chair prior to becoming an academic administrator, Dr. Faust understands the unique context that academic departments present as well as the value of tenure and the longevity and stability of the academic workforce.

Jennifer has presented workshops and seminars to faculty members, department chairs, and academic administrators from institutions across the U.S., on topics from “Active Learning in the College Classroom” to “Handling Complaints 101: What Every Department Chair Needs to Know to Survive.”
INSTRUCTORS

ED MASON / President
EMNR & Associates

Ed has worked with organizations in policy formulation, program development, coalition building, team development, government relations, and strategic planning. He has certifications in advanced change management, facilitation, nonprofit management, and fundraising. Ed has worked for higher education, associations, corporations and nonprofit organizations, economic development corporations in providing training, planning, and coaching services.

Ed has been instrumental in assisting universities, associations, and nonprofit organizations with procuring over $20 million from federal and state agencies and private foundations. Change management practices have been utilized by Ed in working with organizations that need to expand their financial capabilities, provide new services for clients, develop strategies for changing government regulations and opportunities, and create new partnerships that have diverse membership.

J. EMMETT WINN / Associate Provost and Professor
Auburn University

As associate provost, Dr. Winn provides leadership on academic and administrative issues for Auburn’s thirteen colleges and schools. In this capacity, Dr. Winn oversees processes related to faculty hiring, evaluating, and issues related to the promotion and tenure processes and post-tenure review. Dr. Winn works closely with the more than sixty department chairs, the university promotion and tenure committee, the university senate leadership, and all academic deans.

In addition to being Auburn University’s associate provost, J. Emmett Winn is a professor in the Department of Communication and Journalism. Dr. Winn has served Auburn University for the past twenty years. Additionally, he is a longtime member of the AAUP and works with all campus constituents to ensure the institution’s commitment to shared governance.
HOTEL RESERVATIONS

The conference will be held at:
Hyatt Regency Orange County
11999 Harbor Blvd
Garden Grove, CA 92840

To reserve your room, call 888-421-1442. Please indicate that you are with the Academic Impressions group to receive the room rate of $189 for single or double occupancy, plus applicable tax.

A room block has been reserved for the nights of November 13 & 14, 2014. Reservations must be made by October 23, 2014. There are a limited number of rooms available at the conference rate. Please make your reservations early.

The Hyatt Regency Orange County is conveniently located in close proximity to the Anaheim Convention Center, Disneyland Resort, Knott’s Berry Farm, Honda Center, Angel Stadium, and world-famous Orange County beaches. The hotel is easily accessible from three airports – John Wayne/Orange County Airport (SNA) is only 13 miles away, Long Beach Airport (LGB) is 18 miles away, and Los Angeles International Airport (LAX) is 35 miles away.

Approximate Pricing for Transportation Options:

John Wayne/Orange County Airport (13 miles away from the hotel)
Super Shuttle: runs between the airport and the hotel; fare is $10 per person, one way

Los Angeles International Airport (35 miles away from the hotel)
Super Shuttle: runs between LAX and the hotel; fare is $16 per person, one way

Taxis are also available at each airport and rates may vary.

The hotel’s transportation page lists several more options for getting to and from the hotel.
REGISTRATION FEES

Your registration fee includes: Full access to all conference sessions and materials; breakfast, lunch, and access to the networking reception on Friday; breakfast on Saturday; and refreshments and snacks throughout the conference.

**BEST VALUES**

**Conference + Post-Conference Workshop** - $1395 USD

□ __ # of attendees

**CONFERENCE**

Conference only - $1095 USD

□ __ # of attendees

**WORKSHOP**

Post-Conference workshop only - $395 USD

□ __ # of attendees

Total______________  Total______________  Total______________

**ATTEND AS A TEAM** – remember, when 2 members of the same institution register, a 3rd registration is 50% off.

**EARLY BIRD PRICING**

Postmarked on or before October 31, 2014. For registrations postmarked after October 31, 2014, an additional $100 fee per registrant applies.

Visit our website to register online:

CONFERENCE REGISTRATION INFORMATION

Print Name                                                                             Job Title

Institution/Organization

What name do you prefer on your name badge? Address

City                                                 State/Province       Zip/Postal Code             Country

Telephone Email

IF THIS CONFERENCE PARTICIPANT HAS ANY DIETARY OR ACCESSIBILITY NEEDS, PLEASE LIST THEM IN THE SPACE BELOW. WE WILL DO OUR BEST TO ACCOMMODATE THESE NEEDS.

How did you hear about this event? (email from AI, ACPA, colleague forwarded email, The Chronicle, etc.)

If you would like us to send a copy of your registration confirmation or receipt to someone else, please complete this section ADDITIONAL CONTACT INFORMATION

Additional Contact Name Contact Phone

Additional Contact Email Additional Contact Title

EMERGENCY CONTACT INFORMATION

Emergency Contact Name Emergency Contact Phone
PAYMENT METHOD

We accept Visa, MasterCard, and American Express credit cards. To pay by check, include the check with this form or select the “invoice me” option. Fax form to 303.221.2259 or mail form along with payment to: Academic Impressions, 4601 DTC Blvd., Ste. 800, Denver, CO 80237

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CHECK/INVOICE

☐ My check is included and covers ________ registration(s) Check # ________________________________

☐ Please invoice me, Purchase Order # ________________________________ (PO # not required to receive invoice)

FREE HIGHER ED NEWS AND ANALYSIS

Each conference registration includes a subscription to Higher Ed Impact, a free industry scan of news, trends, and research on higher education, delivered in an easy-to-scan email. Higher Ed Impact (HEI) includes:

☐ HEI: Daily Pulse - impactful news, trends, and practices, sent daily

☐ HEI: Weekly Scan - the week’s most critical news, with analysis of top stories and trends, sent on Fridays

☐ HEI: Monthly Diagnostic - practical takeaways addressing a strategic challenge facing institutions of higher ed, sent 9-12 times/year

List the names of the registrants you’d like to sign up:

Note if you do not provide any names in the above space, all attendees will be signed up for the options selected.
ACADEMIC IMPRESSIONS CANCELLATION AND REFUND POLICIES

SATISFACTION PROMISE
We want you to be satisfied with your Academic Impressions learning experience. If the program you purchased fails to meet your expectations, please contact us within 30 days and let us know. We'll credit the full amount you paid toward another AI program that may better fit your needs.

CONFERENCES
For in-person conferences, substitute registrants are welcome and may be named free of charge at any time. If you cancel 8 weeks or more prior to the first date of the conference, you will receive a full refund, less a $100.00 service charge per attendee.

If you cancel within 8 weeks of the first date of the conference, you are not entitled to a refund. However, as a courtesy, we will allow you to apply your payment, less the service charge, toward a future purchase within one year from the date you cancel. Your payment is transferable to another person from your institution if you wish.

Please note that if you do not attend and you do not contact us in advance to cancel as described above, you are responsible for the entire payment. In case this event is cancelled, Academic Impressions’ liability is limited to a refund of the registration fee only.

ONLINE TRAININGS CONSISTING OF AT LEAST ONE LIVE TRAINING DATE
You will receive a full refund (less a $75 service charge) if you cancel 8 weeks or more prior to the first live training date. If you cancel within 8 weeks of the first live training date, you are not entitled to a refund. But as a courtesy, we will apply your payment (less a $75 service charge) towards a future purchase within one year from the date you cancel. Your payment is transferable to another person from your institution if you wish. You may name a substitute primary participant free of charge at any time prior to the first live training date. If available, you may switch the live training format to a self-paced format (such as a CD-ROM Recording or On-Demand Download) free of charge. (Shipping charges will apply to CD-ROM Recording orders outside the U.S. or Canada.)

ONLINE TRAININGS WHICH ARE PURELY SELF-PACED
All sales are final. No cancellations or refunds are provided.

RECORDINGS, ON-DEMAND DOWNLOADS, MONOGRAPHS AND OTHER PUBLICATIONS
All sales are final. No cancellations or refunds provided.