

# *DEPARTMENT HEAD EXPECTATIONS OF F*

## Guidelines for New Faculty from a Department Head Perspective



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# *Introduction to Departmental Dynamics*

Exploring Purdue's unique academic ecosystem, highlighting integration strategies for faculty.

# *Strategies for Navigating Bureaucracy*

**Innovative  
tactics for  
managing  
administrative  
challenges  
effectively.**




## CULTIVATING YOUR PROFESSIONAL ENVIRONMENT

- Tips for building a supportive and inclusive academic community.



# *Understanding Department Leadership*

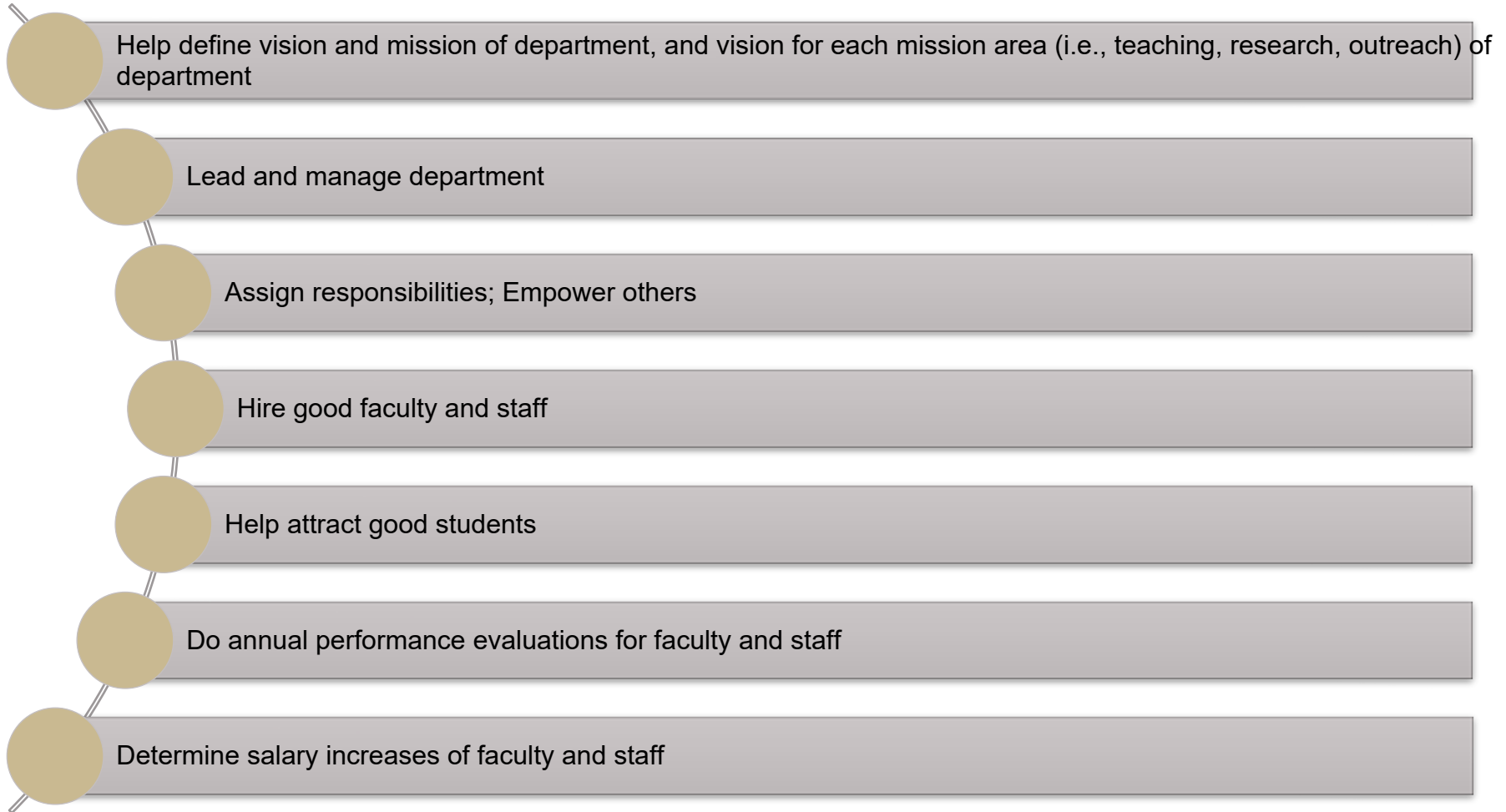
A large magnifying glass with a brown handle and frame is positioned over a 3D bar chart. The chart features five bars of increasing height, colored in shades of blue, purple, and orange. A green arrow points upwards from the top of the bars. The text 'A closer look at how department heads facilitate faculty success and strategic growth.' is centered within the magnifying glass's lens.

A closer look at  
how department  
heads facilitate  
faculty success  
and strategic  
growth.

# Outline

- Some Jobs of the Department Head
- Guidelines for All Faculty
  - Interactions with Department Head
  - Interactions with Others
  - General
- Promotion and Tenure
  - Resources for Guidance
  - Managing the Process and Preparing Tenure Document

# *Some Jobs of the Department Head*



## SOME JOBS OF THE DEPARTMENT HEAD (CONT.)

- Help create a department environment that all faculty and staff roles are important, and that students are important
- Help mentor and obtain training for new faculty and staff
- Help new faculty and staff get started in their assigned roles
- Help all faculty and staff get their jobs done and be successful





# *Some Jobs of the Department Head (continued)*

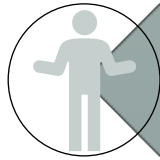
- Identify and help obtain opportunities for department, faculty, staff, and students
- Help obtain resources for faculty and dept.
  - Within Purdue
  - Outside Purdue
- Promote and encourage faculty and staff; Spotlight accomplishments of others
- Treat everyone with respect and fairly
- Listen and be open to new ideas
- Facilitate discussions; Build consensus



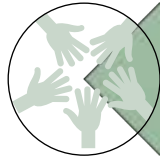
# *Some Jobs of the Department Head (continued)*



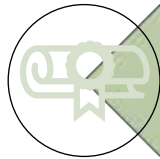
Confront/address problem situations



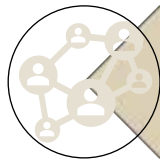
Make difficult decisions



Protect reputation of faculty, staff, and students



Work to maintain and enhance reputation of department, and promote department



Represent department to alumni, stakeholders, etc. (i.e., be spokesperson)

# *Guidelines for All Faculty:*

## Interactions with Dept. Head

- Keep in touch with dept. head (i.e., don't be a stranger)
- Keep dept. head informed of very positive and very negative things
- Respond/reply on time when dept. head asks for information
- Consider what the dept. head suggests/says/asks
- Bring concerns about dept./dept. head/others to the dept. head (rather than complaining to others and gossiping)



# *Guidelines for All Faculty:*

## Interactions with Others

- Take advantage of opportunities and the expertise others
- Listen to others (to faculty, staff, students; don't do all the talking; don't act like you know everything)
- Be positive and not a complainer (about your job, the dept., college, and university)
- Be willing to share (ideas, equipment, space)
- Interact with others in dept. & on campus (i.e., don't be a loner)
- Treat staff well/with respect; Respond timely when they make a request
- Treat students well; Be encouraging, reasonable, fair, and impartial
- Be a team player in the department and outside
- Show support to dept., dept. head, other faculty, staff, and students

# *Guidelines for All Faculty:*

## General



Participate in department events/activities

Learn what events are expected/required for attendance, and make these of highest priority

Be on time

Accept responsibility; Follow through; Work hard; Do all jobs well

Don't make your personal problems a problem of others in the department

# *Promotion & Tenure:*

## Resources for Guidance in Promotion and Tenure

- Orientation programs
- Learning about the department
  - Each faculty member; Committee chairs; Key staff members; Dept. head/chair
- Mentoring
- University promotion and tenure policy and instructions



# *Promotion & Tenure:*

## Managing the Process and Preparing Tenure Document

- Consider the following: In 4-5 years....
  - ✓ 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 in your program?



# Promotion & Tenure:

## Managing the Process and Preparing Tenure Document

### Getting a strong start

- Teaching, research, outreach

### Preparing the promotion document

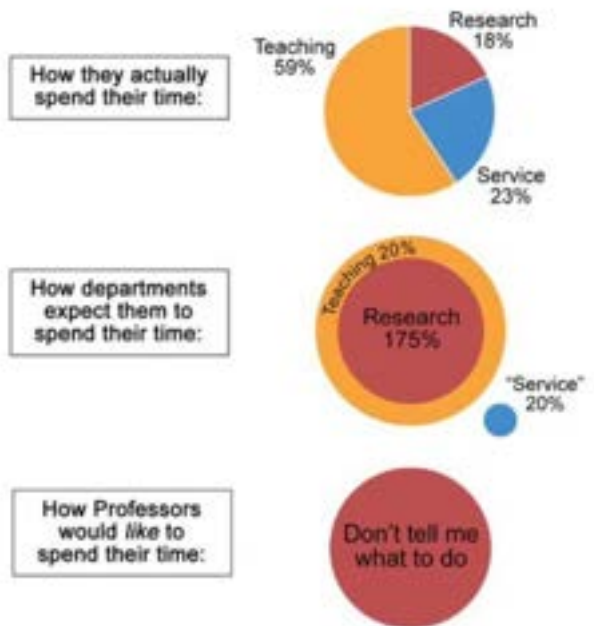
- Data for the evidence-based system of promotion and tenure
- Document needs to “tell a story”

### Doing the “right” things well

- Prioritize; Be responsible

### Being a good team player

### HOW PROFESSORS SPEND THEIR TIME



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# *Aligning Individual and Department Goals*

Merging personal ambitions with the broader objectives of the department and university.

# CHARTING YOUR SUCCESS PATH

- Setting impactful goals and milestones for your academic journey.



# Balancing Priorities



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# ***CONCLUSION AND THANKS***

Reflecting on key insights and expressing appreciation for mentorship and guidance.

