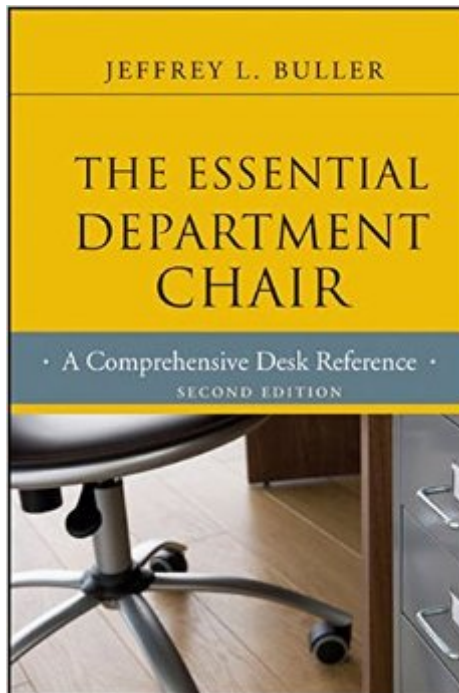


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# The Essential Department Chair: A Comprehensive Desk Reference



## Synopsis

This second edition of the informative and influential *The Essential Department Chair* offers academic chairs and department heads the information they need to excel in their roles. This book is about the "how" of academic administration: for instance, how do you cultivate a potential donor for much-needed departmental resources? How do you persuade your department members to work together more harmoniously? How do you keep the people who report to you motivated and capable of seeing the big picture? Thoroughly revised, updated, and expanded, this classic resource covers a broad spectrum of timely topics and is now truly more than a guide—it's a much-needed desk reference that tells you "everything you need to know to be a department chair." *The Essential Department Chair* contains information on topics such as essentials of creating a strategic plan, developing and overseeing a budget, key elements of fundraising, preparing for the role of chair, meeting the challenges of mentoring to increase productivity, and creating a more collegial atmosphere. The book also explores the chair's role in the search process, shows how to conduct a successful interview and what to do when it's time to let someone go. And the author includes suggestions for the best practices to adopt when doing an evaluation or assessment. *The Essential Department Chair, Second Edition*, contains a wealth of new, realistic case studies to equip leaders in this pivotal position to excel in departmental and institutional life.

## Book Information

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## Customer Reviews

This is an easy read and provides great insight into the role of the department chair. It is organized

in such a way that it will serve as an easy go-to book when different kinds of situations arise.

I wanted / needed a mentor; this book is a wise mentor -- Thank you Dr. Buller

Item arrived in good shape and good time. I am sharing this book with my Division Deans; good information for everyday situations.

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