
WORKING WITH YOUR COLLEGE DEAN

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Outline

- Negotiating for resources
- Faculty searches and Start-Up
- Working with CAO and CEO
- Managing up
- Your role on the college executive committee

Negotiating for Resources

- Come with great ideas!
- Lay a Foundation
- Be consistent over time
- Make clear the expected impact (esp. wrt college goals)

Negotiating for Resources

- Partner with other units where possible
- Keep it to one page if you can
- Use data in your analysis if you can
- Stay away from “entitlement” arguments
- Be ready to compromise

Faculty Searches and Start-up

- How does the hire support the department's strategic plan?
- What are the broader impacts of hiring in this area?
- Is it possible to get Provostial support (e.g. a matching position)
- Know in detail how start-up is supported at your institution. Talk to the Dean!

Working with CAO and CEO

- Follow chain of command for resource requests (don't do end runs here!)
- Work with your dean to discuss policy matters that you want to see addressed
- Get clarity from the dean about how s/he wants interactions with CAO/CEO to work
- Watch for ways to support both college AND campus goals and mission

Managing Up

- Partner with other Department Chairs
- Periodic Dpt Chair Mtgs w/o the Dean
- Agree on a few key messages
- Repeat and Repeat and Repeat!
- Give concrete examples and constructive feedback (e.g. re personnel or policy)
- Go to the CAO as a last resort

Role on College Executive Committee

- Do you HAVE an Exec Cmte?
- Show up and participate in a meaningful way
- Watch for key opportunities for your dpt
- Raise the profile of your dpt
- Act in ways that benefit the dpt AND the college! Win-Win!
- Don't dominate the mtgs but DO participate

Miscellaneous

- Come to mtgs prepared
- Stay focused
- Keep on topic
- Only go to the dean when really needed
- Partner with Dean's CFO and HR People
- Develop a great relationship with the Dean's Assistant!