**Seven Habits of SUCCESSFUL Chairpersons\***

 “One of the biggest complaints I have heard against administrators

is that they don’t give faculty members straight answers.”

* 1) Successful chairpersons have goals (and their goals are no secret).
* 2) Successful chairpersons get to know their colleagues and fellow administrators.
* 3) Successful chairpersons are agents of change (and change involves risk-taking)
* 4) Successful chairpersons understand and appreciate teaching, research, and public service.
* 5) Successful chairpersons are honest, forthright, decent people.
* 6) Successful chairpersons are fair and evenhanded.
* 7) Successful chairpersons are consensus builders and good communicators.

**What UNSUCCESSFUL Chairpersons Do**

* They try to control others
* They are devoid of ideas
* They are out of their element
* They are humorless
* They don’t know how to meet people
* They buckle under pressure and abandon their principles
* They fail to hold high faculty standards

\*(From: Academic Leadership,

A Practical guide to Chairing the Department,

by Deryl R. Leaming)