BUILDING A STRONGER RELATIONSHIP

WITH YOUR DEAN\*

* Keep your Dean informed.
* Keep the lines of communication open.
* Take responsibility for your decisions.
* Meet deadlines.
* Stay within your budget
* Know university policy and the Collective Bargaining Agreement – and follow it.
* Try solving departmental problems yourself before going to your dean for help.
* Be open with your faculty and share information with them.
* Be a strong advocate for your faculty and department, but be collegial.
* Be honest and forthright.
* Be understanding of your Dean and his or her role.
* Don’t talk behind your Dean’s back.
* Consult with your Dean before making difficult, far-reaching decisions.
* Don’t make problems for your Dean.
* Talk candidly with your Dean from time to time.
* Convey to your faculty a sense of partnership with your Dean.
* Work to become an effective spokesperson for your department.

\*(From: Academic Leadership,

A Practical guide to Chairing the Department,

by Deryl R. Leaming)