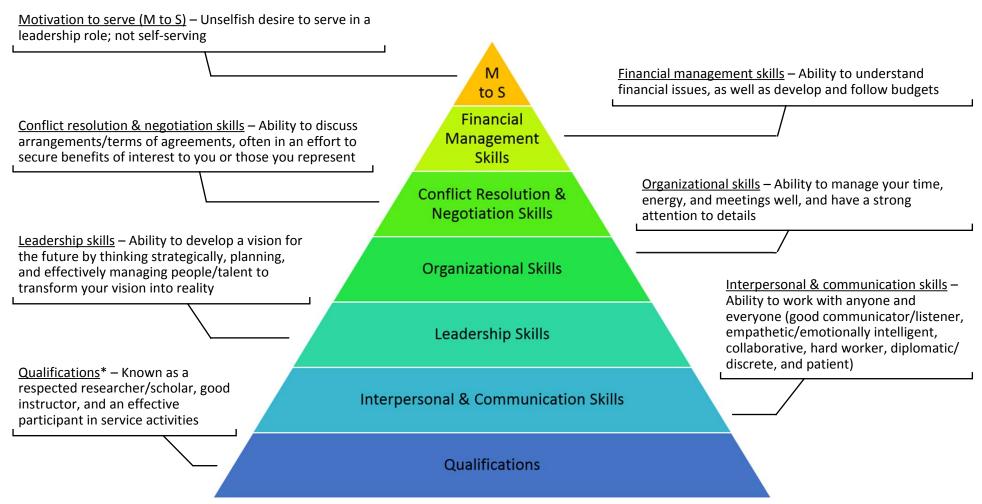
Center for ADVANCING UH Faculty Success

Department Chair Career Path Information Sheet

Competencies Needed to Become a Department Chair



Note: There are many ways to prepare to serve in a leadership position, such as Department Chair. Department Chairs are often elected/selected by the faculty in the department or are selected/appointed by the Dean. Some faculty members actively pursue becoming a Department Chair, but others that have not considered this before are asked to serve in this capacity. These materials provide a framework for ongoing discussions among current Department Chairs and (newly) tenured faculty regarding the faculty member's future leadership career aspirations. Department Chairs and faculty members may find these materials useful as a roadmap, and should use them in a way that best fits their department and the faculty involved in the conversations.

^{*}Please note that it is preferable for faculty members to attain the rank of full professor before becoming a Department Chair.

Center for ADVANCING UH Faculty Success

Department Chair Career Path Information Sheet

Suggested Actions for Building the Competencies Needed to Become a Department Chair

		COMPETENCIES						
	ACTIONS FOR BUILDING COMPETENCIES	Qualifi- cations*	Interpersonal & Communication Skills	Leadership Skills	Organizat- ional Skills	Conflict Resolutions & Negotiation Skills	Financial Management Skills	Motivation to Serve
Building Qualifications	Strengthen CV in research, teaching & service	•						
	Lead (externally) funded (research) projects	•		•	•			
Content Specific Training	Interpersonal & communication training		•	•		•		
	Listening techniques workshop		•	•		•		
	Giving & receiving feedback workshop		•	•		•		
	Emotional intelligence training		•	•		•		
	Organizational skills course (i.e., time, energy, meeting management, etc.)				•			
	Diversity, inclusion & bias training		•	•		•		
	Time management workshop				•			
	Stress management approaches			•				
	Conflict resolution & negotiation workshop		•	•		•		
	Financial management workshop						•	
Comprehensive Training	UH Cougar Chairs Leadership Academy (internal)		•	•		•		•
	UH Women/Women of Color Leadership Program (in development)		•	•		•		•
	Toastmasters		•					
Mentor/Mentee Opportunities	Identify role models/mentors		•					•
	Shadow Department Chair or other in leadership role			•				•
	Practice giving & receiving feedback	•	•	•		•		
	Mentor others (students, colleagues, etc.)		•	•				•
Gaining Experience	Participate in undergraduate activities	•	•					•
	Serve on/lead graduate student committees	•	•	•				•
	Participate in department/college/university committees	•	•					•
	Chair a department, college, or university committee	•	•	•				•
	Lead/organize department level projects/events	•	•	•	•			•
	Assist Department Chair with special projects	•						•
	Serve in leadership roles/on committees in professional societies	•	•	•	•			•
	Serve as a program manager, coordinator, or advisor	•	•	•	•			•
	Serve as an Assistant/Associate Department Chair** AIMER: Please pate that even if all actions	•	•	•	•	•	•	•

DISCLAIMER: Please note that even if all actions listed here are completed, there is no guarantee a faculty member will become a Department Chair.

^{*}Please note that it is preferable for faculty members to attain the rank of full professor before becoming a Department Chair.

^{**}Please note that not all departments have the position of Assistant/Associate Department Chair.