

Center for ADVANCING UH Faculty Success

Department Chair Career Path Information Sheet

Competencies Needed to Become a Department Chair

Motivation to serve (M to S) – Unselfish desire to serve in a leadership role; not self-serving

M
to
S

Financial management skills – Ability to understand financial issues, as well as develop and follow budgets

Conflict resolution & negotiation skills – Ability to discuss arrangements/terms of agreements, often in an effort to secure benefits of interest to you or those you represent

Financial
Management
Skills

Organizational skills – Ability to manage your time, energy, and meetings well, and have a strong attention to details

Conflict Resolution &
Negotiation Skills

Leadership skills – Ability to develop a vision for the future by thinking strategically, planning, and effectively managing people/talent to transform your vision into reality

Organizational Skills

Leadership Skills

Qualifications* – Known as a respected researcher/scholar, good instructor, and an effective participant in service activities

Interpersonal & Communication Skills

Interpersonal & communication skills – Ability to work with anyone and everyone (good communicator/listener, empathetic/emotionally intelligent, collaborative, hard worker, diplomatic/discrete, and patient)

Qualifications

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.

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

		COMPETENCIES						
		Qualifications*	Interpersonal & Communication Skills	Leadership Skills	Organizational Skills	Conflict Resolutions & Negotiation Skills	Financial Management Skills	Motivation to Serve
ACTIONS FOR BUILDING COMPETENCIES								
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**	•	•	•	•	•	•	•	

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.