

# DELEGATING AND USING COMMITTEES

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Drawbacks  
to  
Groups/  
Committees





The Efficient Group

Do you recognize any committee members?

## Benefits of Delegation and Effective Committee Assignments

Aids Chair in managing departmental affairs

Develops a sense of ownership and community among faculty

Helps to facilitate change (within and outside of department)

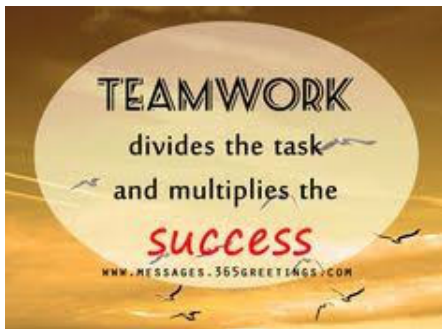
Assists in developing consensus for departmental actions

Helps develop faculty leadership skills

Serves as a more valid measure of faculty service (in some instances)




**T**ogether  
**E**veryone  
**A**chieves  
**M**ore



# Some Considerations for Committee Assignments

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- Prioritize - Know when a committee is or is not needed
  - Know the interests, capabilities, other time commitments, and personalities of your faculty members
  - Pay Attention to rank, field, and other service
  - Examine *why* you're asking certain faculty to serve?
  - Consider faculty perceptions about how committees are assigned and how they experience their service
  - Hold Committees Accountable - Give clear instructions and establish timelines for deliverables
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# Assigned Reading

## Discussion Questions

- List the five most time-consuming activities that you personally performed during the past year in your capacity as department chair.
- Do you or do you plan to delegate tasks to committees, individuals?
- Which committees help you most with your administrative responsibilities?



# References

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