

DELEGATING AND USING COMMITTEES

(The Invisible Work of the Academy)

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Understanding the Challenges of Committee Work



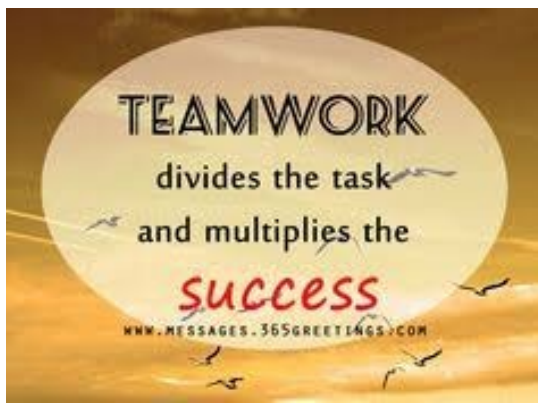


The Efficient Group

**Do You
Recognize
Any
Committee
Members?**

Why Delegation Matters

Aids Chair/Leader in managing departmental affairs	Assists in developing consensus for departmental actions
Develops a sense of ownership and community among faculty	Helps develop faculty leadership skills
Helps to facilitate change (internally and externally)	Serves as a more valid measure of faculty service (in some instances)



Committee Assignments

Key Considerations

1

Prioritize - Know
when a committee
is or is not needed

2

Understand
faculty interests,
capabilities, time
commitments, and
personalities

3

Pay Attention to
rank, field, and
other service
obligations
“second shift” duties

Equity and Accountability

Ensuring Fairness and Clear Expectations

1

Examine *why* you're asking certain faculty to serve (race, sex, class)

"cultural taxation" -Padilla

2

Consider faculty perceptions about committee assignments

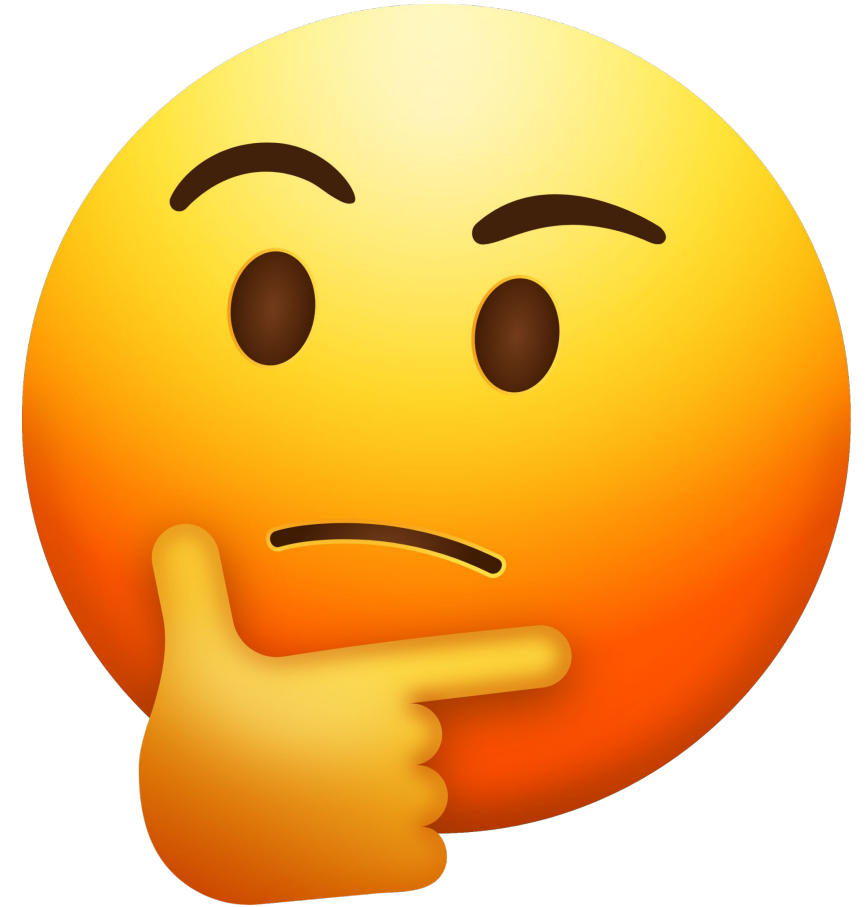
3

Hold committees accountable with clear instructions and timelines

Assigned Reading

Reflecting on Your Role as Chair/Leader

- List the five most time-consuming activities that you personally performed during the past year in your capacity as department chair.
- Which committees have been most helpful with your administrative responsibilities?
- How is each committee member's work evaluated?
- How do you make committee assignments that are fair, transparent, and attentive to differences in workload, rank, expertise, and career stage?



References

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Thank You!

Questions and
Discussion