

# Delegation - Department Committees

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# Maximizing Effectiveness

- How can I effectively fulfill my responsibilities as Chair and still have time for research and teaching?
- How can I have time for creativity -e.g. planning, future of department and discipline, use of resources, etc.
- How can I advance faculty ownership of Department
- One Key - Time management - includes effective delegation and thoughtful committee assignments

## □ Reasons for delegation and making committee assignments

- Provides Chair assistance in managing Departmental affairs
- Develops in faculty a sense of ownership and a sense of community.
- Can help facilitate change
- Assist in developing consensus for Departmental actions
- Helps to Develop faculty leadership skills
- Many others

# Examples of Departmental Delegation

- Assistant Chair
- Administrative Assistant
- Departmental Committees - Graduate Affairs, Personnel, Planning, Budget, Curriculum, Numerous other standing and ad hoc committees depending on the department size and discipline of department

# Effective delegation and assignment to committees

- Know the interests , capabilities, other time commitments and personalities of your faculty members
- Carefully select committee chairs and members
- Provide guidance and timelines for expected outcomes
- Open communication between Department and Committee Chair
- Listen to recommendation and where appropriate have committee chair present recommendations at a faculty meeting