NEW[ish] DIRECTORS ORIENTATION

GADE
NEW DIRECTORS ORIENTATION
2020

Facilitators:

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INTRODUCTIONS

- Name, institution, program type, director since…

- ONE thing you are doing for self-care during COVID-19

HOW TO MANAGE
the Transition

- Use the former/outgoing director
  - co-direct?
  - timelines, decision flowcharts, introductions, case reports
  - tap their wisdom
  - use GADE listserve and resources; seek information, advice and guidance
- But, what if there isn't a former or outgoing director?
- Read & revise *The Handbook*
  - use your fresh eyes to see trouble spots
  - minimize redundancy (use links)
- DSWs - Review Accreditation Standards

HOW TO MANAGE the Roles

- Your own
  - administrator / researcher / teacher
  - leader / higher education service provider
  - program administrator / student advocate

- Others'
  - teach mentoring (how to do it / how to receive it)
  - teach teaching (new level of teaching)
  - power differences & dynamics

HOW TO MANAGE
the Tasks

- Continually: keep calendars, keep track and keep in touch
  - program and university deadlines, events
  - database to track & project each student's progress
  - open and systematic communication
    - weekly announcements
    - meetings w/student group
    - remote engagement

- Annually: take the program's temperature
  - insight into stakeholders' perspectives
  - troubleshoot weak spots
  - inform next year's agenda (i.e., which battle?)
  - accumulate data for eventual comprehensive evaluation

HOW TO MANAGE
the Load

- Self-care
  - service is an honor… but ≠ self-sacrifice
  - prioritize what makes you good and happy at your job
  - confine admin as you confine teaching
  - negotiate: course release, staff support, space, title, $
    - salary, summer pay, merit bonus, research funds

- Transfer your skills
  - research agenda & pipeline → program vision & projects

- Pick your battles

- Use resources and supports… especially GADE

PROGRAM DIRECTOR COMPENSATION

- Most common:
  - Course release
  - Summer salary
  - Administrative support
  - Salary supplement

- Others:
  - Research assistance
  - Research funding
  - Upgraded space

HELPING STUDENTS

- High standards, high support → Ethics, Equity, Rigor

- Help via program structure
  - Organized, transparent, systematic, rational
  - Program mechanisms for feedback & recognition
  - Foster community

- Help via individual support
  - Rights & resources
  - Provide care
  - Mentoring… beyond chairs, beyond programs
    - GADE website
    - UB NEAR: grad.buffalo.edu/beyond/professional-development/near.html

DSW VS. PhD: STAGES of Responsibility

PhD (Denise)

- Recruitment and admissions
- Curriculum planning/management
- Exams
- Dissertation
- Preparing students for the job market
- Enabling student productivity
- Resources for doctoral programs

DSW (Louanne)

- Recruitment and admissions
- Curriculum planning/management
- Exams / capstone proposal
- Capstone
- Enabling student productivity
- Resources for doctoral programs