

**Academic Affairs
Provost Enhancement Request
For Program Support**

Cover Sheet

1. Unit(s) Submitting Request

Provost Office

2. Priority Number of Request

3. Short Title of the Proposed Initiative

Administrative Leadership Development Program

4. Project Funding

- a. Enhancement Dollars requested, including year of funding for multi-year projects:**

FY09 -- \$27,700; FY10 -- \$30,700; FY11—\$32,700

- b. Additional funds to support the project (in kind)**

5. Contact Information

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Administrative Leadership Development Program FY 08 Annual Report and FY09 Goals

Overview:

This program, administered out of the Provost's Office in cooperation with the Chairs' Council, seeks to provide regular programs, leadership development opportunities and orientation courses for administrators at Illinois State University.

This is the beginning of an ongoing effort to provide professional development opportunities for administrators, and in particular, department chairs. A key portion of this program is a New Chairs' Orientation session, held prior to the beginning of class. Additional sessions each year include guest presenters on subjects of interest to department chairs and other administrators. Integral to the program are opportunities for chairs and others to attend national leadership development seminars and bring the skills and knowledge back to campus to share with their colleagues.

The goals of this program are to produce an even more professional administrative corps at Illinois State University. Development of leadership skills is an ongoing and important task, including the development of both knowledge (budgeting, legal affairs, evaluation, curricular development and assessment and many more) and skills (leadership, conflict resolution, communication, team building and others.) The goal of any such program is obviously to enhance the performance of administrative personnel, and especially department chairs, across campus.

Accomplishments for FY07

A. List of Goals and how the Goals support Educating Illinois

A professional administrator corps is critical to a number of the Educating Illinois Goals. Those administrators

- Provide leadership and direction to the faculty who in turn deliver the educational environment, classes and scholarly activity (Educating Illinois Goal 3)
- Develop the students required by employers (Educating Illinois Goal 6).
- Outreach to business, industry, government and education is provided or encouraged by administrative personnel (Educating Illinois Goal 7),
- Implement many of the value expectations of Illinois citizens (Educating Illinois Goal 4).

B. Accomplishments, FY 09

1. Presented the Third Annual New Chair's Orientation.

In August of 2008 the third complete New Chair's Orientation was presented over a two-day period. All chairs and other administrators were invited as well, and attendance over the two days varied from 15 to 25 individuals. A series of sessions were presented by individuals representing various facets of Illinois State University life. A sampling of topics include "Survival Skills for New Administrators;" "Overview of ISU Governance System and Policies;" "ASPT System;" "How to Hire a Faculty Member;" and "Legal Issues for Chairs and Directors," along with introductions of numerous campus administrators. The event was co-sponsored by the Chairs' Council, and leadership from the Chairs' Council took a leadership role in shaping and presenting the program.

2. Sponsored one Speaker

The speaker in FY09 was Walter Gmelch, Dean and Professor of Education, School of Education, University of San Francisco, speaking on "Leadership, Negotiation and Conflict Management."

3. A number of chairs have attended (or are planning to attend) ACE workshops on "Chairing the Academic Department" and "Conflict Management."

Goals for FY08

Goals for the coming year include:

- Maintenance of the New Chairs'/Directors' Orientation Program in August. This program was highly successful last year, and is scheduled for presentation on August 6-7 of 2009. There will be a few changes and upgrades, but the program will largely remain intact. This program should become a permanent and institutionalized part of Illinois State University programs.
- At least two additional external speakers will be scheduled for FY 10.
- Further discussions with the Chairs' Council regarding further program needs and work toward more ownership of and participation in the Administrative Leadership Development Program by the Chairs' Council.
- New chairs will be encouraged to attend ACE conferences on Chairing the Department and Conflict Management. Chairs who take part in these programs are asked to present or discuss their experiences at a Chair's Council breakfast sometime in the fall semester.

- Under consideration are selected panel or individual presentations by on-campus individuals. Topics under consideration include the ASPT system, Discrimination and Sexual Harassment, and Leadership training.

Position Requests

None

Facilities Requests

None.

FY 08 Request:

Budget and Budget Justification

	FY10		FY11		FY12	
Expenditure	Funds Requested	Other funds	Funds Requested	Other funds	Funds Requested	Other funds
Personnel						
Equipment						
Instructional Materials						
Library Materials						
Contractual Services	14,500		15,500		16,500	
Other Operating Funds	16,200		17,200		18,200	
Total	\$30,700		\$32,700		\$34,700	

New Chair's Orientation (2 days: food, speakers honoraria)	\$500
Misc. Food, Room Fees, etc. books, materials for other programs	2,600
Leadership Forums (2) on topics yet to be selected	10,000
ACE Department Chair Workshops	
8 registration fees at \$1000 each	8,000
8 Travel at \$1200 each	<u>9,600</u>
TOTAL	\$30,700