



## NEW ADMINISTRATORS SEMINAR

Friday, September 27, 2019

8:00 a.m. – 1:00 p.m.

Assembly Room, The Nittany Lion Inn

Agenda

### **Introduction**

8:00 – 8:20 a.m.

#### **Program Registration and Continental Breakfast**

8:20 – 8:30 a.m.

#### **Welcome and Introduction of New Administrative Leaders**

*Kathy Bieschke, Vice Provost for Faculty Affairs*

*Jennifer Hamer, Associate Vice Provost for Faculty Affairs, Faculty Development*

### **About the Seminar**

Leadership can be very productive and rewarding. Academic leaders have the capacity to build and expand programs, grow endowments, and strengthen resources that directly support faculty, students and staff. Yet, leadership also has its challenges. These include new demands on your time and attention, as well as difficult conversations, decisions and actions. This seminar, organized around three primary objectives, is intended to facilitate a smooth transition into your leadership role and prepare you for a fulfilling leadership term.

The objectives of the seminar are to provide you with the following:

- 1) An opportunity to learn from the errors and successes of experienced leaders about the transition to leadership;
- 2) An introduction to information and resources that will facilitate your ability to manage problems that may arise; and
- 3) Consider strategies that may help you to balance leadership with your personal well-being and obligations to friends and family members.

### **Objective One**

**An opportunity to learn from the errors and successes of experienced leaders about the transition to leadership.**

8:30 – 9:15 a.m.

#### **What I Wish I Would have Known: The Leadership Transition**

Leadership requires a transition in how we approach our day, interact with colleagues, use our time, and otherwise engage with the University community. You have, for example, shifted from a faculty role to an administrator who may have to make budgetary, course-release, leave, promotion and tenure decisions that directly impact the work and personal lives of your colleagues. In Part I of this seminar, we have asked experienced academic unit leaders to talk with you about what they wish they had known when they first began their leadership service and what strategies aided in their adjustment.

*Cynthia Brewer, Head and Professor of Geography*

*Mark Morrisson, Head and Professor of English*

*Elizabeth Wright, Associate Dean for Academic Affairs, Office of the Vice President for Commonwealth Campuses, and Director of Academic Affairs, Hazleton, Associate Professor of English*

## **Objective Two**

**An introduction to resources that will facilitate your ability to manage problems, people and information.**

Institutions of higher education are founded on processes and policies. Together they offer guidance on best directions for fair, correct, and necessary actions. Being informed about policies and processes is a strong foundation for how to build curriculum and programs, as well as hire and retain greater social diversity. Understanding and practicing correct and fair leadership is not something you must do on your own. There are University experts and resources that are present to support you in your role. Part II is an opportunity for you to learn about some of the practices, policies and information resources that you will likely encounter as a member of the University leadership team.

9:15– 10:15 a.m. **What Comes Across Our Desks: Your Problem-Solving Partners**

*Suzanne Adair, Associate Vice President for Affirmative Action  
Katherine Allen, Associate General Counsel  
Kathy Bieschke, Vice Provost for Faculty Affairs*

10:15– 10:45 a.m. **Ensuring Diversity & Inclusion within Faculty Hiring**

*Suzanne Adair, Associate Vice President for Affirmative Action  
Tineke Battle, Assistant Vice Provost for Faculty Affairs*

10:45 – 11:00 a.m. **Break (Arrival and Seating of Associate Deans)**

11:00 – 11:45 a.m. **Office of Planning and Assessment**

*Karen Vance, Assistant Vice Provost for Institutional Research  
Suzanne Weinstein, Assistant Vice Provost for Learning Outcomes Assessment*

11:45 – 12:00 p.m. **Lunch served**

## **Objective Three**

**An opportunity to consider strategies that may help you to balance leadership with your personal well-being and obligations to friends and family members.**

12:00 – 1:00 p.m.

**Lunch and Conversation: Prioritizing Administrative Work/Life Balance**

Prioritizing Administrative Work/Life Balance Leadership is a significant service that demands considerable time. It can take attention away from your scholarship and personal life. The tax can be both physical and emotional as new leaders often find that they have a difficult time managing the heavy administrative and personnel duties; scholarship advancement; and social and leisure time with friends and loved ones. A healthy balance is critical to your leadership success and to your overall well-being. Enjoy this working-lunch conversation with experienced leadership about strategies to build a healthy balance between your competing demands.

*Mark Kiselica, Director, School of Behavioral Sciences and Education, Professor of Psychology*

*Denise Solomon, Head and Liberal Arts Professor of Communication Arts and Sciences*

*Donna Quadri-Felitti, Marvin Ashner Director and Associate Professor, School of Hospitality Management*

*Seminar materials will be available after the seminar at:*

<https://www.vpfa.psu.edu/new-administrator-seminar/>