Working with your Dean

Cultivate a relationship with your Dean

- Build a relationship on trust and mutual respect
- Don’t talk behind her/his back
- Set up regular meetings-informal or formal, depending on the Dean’s preferences
- Talk candidly
- Air differences
- Think beyond your own agenda and department

What Deans Do Not Want or Like

- Being left out of the information loop
  - Don’t let the Dean hear about department business from “higher-ups”
- Continued request for resources from chairs
  - There is a line between “justified advocacy” and requests “just because she got it”
  - Make sure requests have solid planning and measured outcomes associated with them
- Late or inaccurate paperwork
  - May have legal ramification
- Overspent budget accounts
  - You may not get bailed out
- Hearing department-level complaints
  - Deal with problems yourself and promptly to avoid escalation
- Surprises
  - Try to warn the Dean ahead of time

What Deans Need & Expect

- Keep the Dean informed
- Keep lines of communication open
- Take responsibility for your decisions
- Meet deadlines
- Know university policy and follow it
- Be open, and share information with faculty
- Be a strong advocate for your faculty and department
- Solid strategic planning from the chair and the department
- Projects that coincide with initiatives of the Dean and College
- External funding and gifts
- Recognition for their work and decisions
- Things they can brag about

Derived from The Council of Academic Programs in Communication Sciences and Disorders,