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

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<th>PhD (Denise)</th>
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