Twelve Things to Remember or Consider: A Checklist for Chairs

1) Consider why you took this job (you wanted to accomplish something)
2) Remember the difference between what is urgent and what is important (what is important should be more important and even more urgent)
3) Consider pursuing opportunities directly but problems indirectly (and remember that opportunities successfully pursued may help solve problems but problems even when solved don’t help pursue opportunities)
4) Remember that you aren’t Moses (i.e., the faculty have no intention of following you anywhere, not even to the Promised Land)
5) Consider how to structure your time (your day and your week) so as to balance your work as chair and your work as a faculty member (remembering that you intend to return to a full-time faculty position sooner or later)
6) Consider at the end of each week (month, semester, year) what you accomplished this week and what you plan to accomplish next week (remember point #1)
7) Consider how to manage technology so that it helps you do your job rather than have technology manage you (i.e., avoid email road rage)
8) Consider or remember what pushes your buttons in a bad way (and consider how to avoid them being pushed)
9) Remember that every family needs an adult (i.e., consider how you act as it will affect others)
10) Consider the wisdom of Parkinson’s Law (work expands to fill the time allotted to it) and remember point #1 again
11) Remember to develop an exercise plan and follow it (your stress level will increase in this job, I guarantee it [unfortunately])
12) Remember that you will not do this job forever so from day 1 consider who will succeed you (and consider that assuring a successful succession after you is one of your primary responsibilities)