

# Management vs. Administration

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# Management vs. Administration

*Larry F. Hodges*

There is a difference between Management, Administration, and Leadership.

## Tactical

- Meet one-on-one with every faculty and staff member in your department.
- Find a good manager and make him/her the Assistant Chair for daily operations.
- Don't stay in your office doing paperwork and never eat lunch alone.
- Lead by example.

## Strategic

- Be clear about what the expectations are for the Department and for individual ranks.
- Figure out what each person is good at and ask them to do it.
- Set big goals and intermediate goals.
- No faculty vote should ever be a surprise!
- Build a community.

# Administration vs Management

## (B. Ryder)

- Set calendar and workflows to support admin tasks
  - » P&T, Faculty annual reviews, Eval of direct reports, Budget decisions, Industrial affiliates meetings,
  - » GET HELP
- Organize dept so you can delegate
  - » Assoc DHs, Key staff, Committee chairs, Grad stud org.
  - » Meet regularly with key delegates
- Never say 'yes' immediately in response to requests for external commitments
  - » Consider timing wrt ALL your responsibilities
- Establish relations w. key Univ administrators
  - » VP Research, CIO, Provost, College Assoc Dean for IT, Institute directors
- Mentor, mentor, mentor

# Management vs. Administration

## **Mentoring:**

- Devote 1 faculty meeting a year to diversity and retention.
- *Unlocking the Clubhouse*, Jane Margolis.
- Civility in the classroom. High School Days
- National Center for Women in Information Technology.

## **Delegating:**

- Develop and use an Executive Advisory Committee

## **Merit Reviews/Evaluations:**

- Be honest even if it is uncomfortable.
- Make sure the criteria for evaluation are clear.
- “The Lake Wobegon Effect” and P&T Committees
- “What gets measured, gets improved”

**Don't grease the Squeaky Wheel;** use resources for a purpose