Preparing for a New Dean: An IT Department Checklist

Self Study – Know your department

Collect & Review Documents

- ☐ Most recent ABA Self Study (and/or other accreditation self study)
- ☐ Most recent ABA Annual Report
- ☐ Current (and previous) Annual Budget Plan
- ☐ Current (and previous) Annual Performance Plan

Prepare Reports

- ☐ Draft your annual departmental report early
- ☐ Draft a SWOT (strengths, weaknesses, opportunities, threats) analysis focused upon your department keeping broader institutional issues in mind
- ☐ Pull together notable statistics (for IT dept: student printing volume, servers managed, customer support encounter data, course podcasts recorded, podcasts accessed, CALI course stats, etc.)
- ☐ Pull together reports on all customer survey data (TechQual.org, other instruments)
- ☐ Mind map of departmental services and systems
- ☐ Update departmental strategic plan

Update Departmental Human Resources Information

- ☐ Refresh staff resumes – ensure all are up to date and reflect most recent professional development.
- ☐ Draft staff annual reviews (early if timing does not correspond with usual review)

Subject Study – Know your new leader

Literature Review

- ☐ Study any literature produced by your new dean for pertinent information on how they may lead
- ☐ Read/review leadership transition literature to get a sense of how new leaders are advised

Interview new dean's previous support personnel

- ☐ Support preferences?
- ☐ Platform preferences (smart phone, computer, ERP)
- ☐ Special concerns?
- ☐ How do they like to be approached?
- ☐ How do they like to be advised?

Departmental Posture

Resource Preparation

- ☐ Anticipate new projects/initiatives based upon new information
- ☐ Prepare funds and time to address special requests (move network drops, install large monitor arm, new iPad, etc)

Prepare your team for new leadership

- ☐ Review literature on change management (ex: *Who Moved My Cheese?* study group)
- ☐ Spend time discussing potential new projects & impacts
- ☐ Prioritize services and systems in anticipation of new duties/services
- ☐ Encourage the team as you would before a big game
- ☐ If you have difficult staff, clarify performance expectations
- ☐ Prepare other groups as needed (help set expectations with other support groups that may be impacted)