Chairs Priorities Worksheet

What do you want to accomplish as chair?

1) What are the most important and most pressing tasks for the next 3 years?
   (Discuss with past chair in a hand-off meeting.)

2) What do you want to accomplish for your department/program as chair?

3) What are your individual goals for the next 3 years? How will you adjust to being chair?

4) What issues/concerns do you have about people in your department /program?
   (Discuss with associate deans or dean.)