

## LESSONS FOR ASPIRING DEANS (LAD) SEMINAR AGENDA – NEW ORLEANS

### SATURDAY, NOVEMBER 16

- 7:45 a.m.–8:15 a.m.      **Registration and Breakfast**
- 8:15 a.m.–9:15 a.m.      **Welcome, Objectives, and Introductions**
- 9:15 a.m.–10:15 a.m.    **The Dean’s Job**
- What the dean does all day
  - Pros and cons of being a dean
- 10:15 a.m.–10:30 a.m.    **Break**
- 10:30 a.m.–11:30 a.m.    **What Are Search Committees Looking For?**
- 11:30 a.m.–12:30 p.m.    **Researching Schools – Looking for “Fit”**
- Your credentials vs. their expectations
  - University and community characteristics
- 12:30 p.m.–1:30 p.m.    **Lunch**
- 1:30 p.m.–3:00 p.m.      **Your Promotional Materials**
- Curriculum vita
  - Cover letter
  - Responsibilities and accomplishments
  - References
- 3:00 p.m.–3:45 p.m.      **Preparing for Interviews (Phone, Airport, On Campus)**
- Questions you can expect
  - Questions you should ask
- 3:45 p.m.–4:00 p.m.      **Break**
- 4:00 p.m.–5:00 p.m.      **Role Playing**
- 5:30 p.m.–7:00 p.m.      **Group Dinner**

### SUNDAY, NOVEMBER 17

- 7:45 a.m.–8:15 a.m.      **Breakfast**
- 8:15 a.m.–9:00 a.m.      **Search Firms**
- 9:00 a.m.–10:15 a.m.    **Negotiating the Offer**
- For the college and for you
- 10:15 a.m.–10:30 a.m.    **Break**
- 10:30 a.m.–11:30 a.m.    **The First 90 Days as Dean**
- 11:30 a.m.–12:00 p.m.    **Wrap-Up and Recap**
- For those who must leave early
- 12:00 p.m.–12:45 p.m.    **Working Lunch**
- 12:45 p.m.–2:00 p.m.    **Work on Your Own Materials**
- CV
  - Accomplishments

### PROGRAM CONCLUDES