



## Improving Institutional Effectiveness and Outcomes by Managing Up AND Across

### *Top Twenty Tips to Make It Happen*

1. Align your departmental priorities with your dean's institutional priorities.
  2. Emphasize the importance of employment statistics to your deans, colleagues, and faculty.
  3. Focus on building "one on one" relationships with deans, colleagues, and faculty.
  4. Always propose a solution to any problem you face.
  5. Befriend the dean's assistant and the administrative support staff.
  6. Provide written reports or updates about your activities to other stakeholders.
  7. Take the first step in offering to collaborate with faculty and administration colleagues.
  8. Identify simple ways others can help you and generate "quick wins" for them.
  9. Facilitate cross-department meetings whenever you can.
  10. Look for opportunities to engage in admitted student events and support the admissions team.
  11. Offer to serve as bar prep coaches/cheerleaders for students studying for the bar exam.
  12. Collaborate with other departments to support "struggling" students.
  13. Notify alumni relations staff when your alumni contacts will be on campus.
  14. Invite alumni relations team members to come along on employer outreach visits.
  15. Host joint events with other departments.
  16. Invite members of other departments to come to your staff meetings as guests or guest speakers.
  17. Attend faculty meetings whenever you can (assuming you are invited!).
  18. Volunteer to serve on faculty committees.
  19. Find faculty allies and invite them to participate in your initiatives.
  20. Showcase faculty accomplishments.
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