



## The Essential Academic Dean or Provost: A Comprehensive Desk Reference (Jossey-Bass Resources for Department Chairs)

By Jeffrey L. Buller



**The Essential Academic Dean or Provost: A Comprehensive Desk Reference (Jossey-Bass Resources for Department Chairs)** By Jeffrey L. Buller

**The go-to reference for academic leaders seeking practical answers to everyday challenges**

*The Essential Academic Dean or Provost* explains the "how" of academic leadership, providing a practical, comprehensive, reality-based reference for almost any problem, challenge, or opportunity. This updated second edition includes new chapters on the difference between leadership and management in higher education, leadership in politically charged environments, effective strategies for making decisions, and working with associate deans or provosts, plus new case studies, new research, and ten additional chapters available on the companion website. Each topic deals concisely with the most important information deans and provosts need when faced with a particular situation, providing both a comprehensive guide to academic leadership as well as a ready reference to be consulted as needed.

The role of a dean or provost at a modern university is extremely complex, involving budgeting, community relations, personnel decisions, management of a large enterprise, fundraising, and guiding a school, college, or entire institution toward a compelling vision of the future. The details academic leaders have to deal with are numerous and critical, and every little thing matters. This invaluable guide provides the answers you need when you need them, and gives you framework for successfully navigating your job's many competing demands.

- Build support for a shared vision of the future
- Interact effectively with different internal and external constituencies
- Learn decision-making techniques specific to the academic environment
- Set, supervise, and implement a budget that allows your programs to flourish

Academic leaders need a handy, focused reference that provides authoritative answers to the many issues and questions that arise every day. With proven solutions to a multitude of challenges, *The Essential Academic Dean or Provost* shows academic leaders what they need to know in order to successfully guide their institutions into the future.

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### Editorial Review

From the Back Cover

#### GUIDE YOUR INSTITUTION TOWARD A COMPELLING VISION FOR THE FUTURE

Academic officers are charged with among the most complex roles in institutions of higher learning. We must lead change, promote diversity, interface with parents and students, collaborate with department chairs, supervise faculty, set budgetary priorities—the list goes on. For every challenge and opportunity you'll face, *The Essential Academic Dean or Provost* provides the *how*. Jeffrey Buller has distilled the fundamentals into fifty lessons of academic leadership, each designed to be read and absorbed quickly. This is both a comprehensive guide and a handy daily reference that will help you master every intricacy of leading an institution of higher learning.

#### Praise for *THE ESSENTIAL ACADEMIC DEAN OR PROVOST, SECOND EDITION*

"At a time when effective leadership in higher education is needed more than ever to chart a new course through an expanding range of challenges, so too is the need for a clear road map to guide the complex work of academic leaders. Buller has provided the most complete and definitive guidebook to explore the practice of leading academic units—this book is a resource to keep close at hand."

—**KENNETH R. BARTLETT**, associate dean for faculty development and professor, College of Education and Human Development, University of Minnesota

"Buller draws from his extensive experience as a dean and a vice president of academic affairs to outline the types of constituents and the types of situations—good, bad, and neutral—that deans and provosts really do encounter on an annual basis. That realism and insight drawn from experience makes this book a keeper!"

—**ALFRED G. MUELLER II**, Dean of Arts and Sciences at Neumann University, Aston, PA

About the Author

**JEFFREY L. BULLER** is dean of the Harriet L. Wilkes Honors College at Florida Atlantic University and senior partner in ATLAS (Academic Training, Leadership, and Assessment Services). He is the author of *The Essential Department Chair*, *Academic Leadership Day by Day*, *Best Practices in Faculty Evaluation*, *Positive Academic Leadership*, and *Change Leadership in Higher Education*, all from Jossey-Bass.

### Users Review

From reader reviews:

**Shawn Macdonald:**

Book is to be different for every single grade. Book for children until eventually adult are different content. To be sure that book is very important for all of us. The book *The Essential Academic Dean or Provost: A Comprehensive Desk Reference (Jossey-Bass Resources for Department Chairs)* has been making you to know about other know-how and of course you can take more information. It doesn't matter what advantages for you. The e-book *The Essential Academic Dean or Provost: A Comprehensive Desk Reference (Jossey-Bass Resources for Department Chairs)* is not only giving you far more new information but also to be your

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