

## Proposal Submission Guidelines

Proposals should include the following information:

1. **Author Information:** Enter the Primary Author/Presenter contact information here. Primary author/presenter curriculum vitae/resume or biographical sketch is also required. The primary author is the designated point of contact and will receive all correspondence about the conference. This person is responsible for communicating with the conference coordinators and co-presenters.
2. **Additional Author information (if applicable)**
3. **Title of Presentation:** Maximum of 10 words.
4. **Abstract:** 25-50 words. If selected, the abstract you submit will become the basis for the session description in the conference program and on the website; therefore we recommend that you use a direct and active writing style that explains clearly what participants will learn during your session.
5. **Keywords:** Five (5) keywords about your presentation. These are used to help participants search for sessions in the conference proceedings.
6. **Topics:** Choose one or more of the Session Topics listed below.
7. **Presentation Type:** Choose one of the Presentation Types listed below.
8. **Audience:** Please indicate the best audience for your presentation - New Chairs, Experienced Chairs or Both.
9. **Supporting Document:**
  - Combine multiple files, if applicable, and attach as one PDF document.
  - For the purpose of your proposal, we suggest you upload a description of the session (300-500 words).
  - Include the primary author/presenter curriculum vitae/resume or biographical sketch.
  - Consider uploading a proceedings paper, a PowerPoint presentation, and/or workshop handouts if you have them.
  - Include the relevance of the session to chairpersons, presentation focus, recommendations that will be made for chairpersons, and how the audience will be involved.

Keep in mind that your proposal may be edited until approximately 2 months prior to the conference. You may choose to refine and expand on your proposal after you submit and are accepted to present. Be sure your proposal is compelling and includes adequate information to be selected, but it is not required to be a finished product at this point. Proposals submitted without supporting documents are less likely to be selected.

### Session Topics

In order to maintain the diversity of presentations which attendees have found so beneficial in the past, the ACC Advisory Board recommends your consideration of the following topics:

### **Leading the Department**

- Budget Management
- Conflict Management
- Enrollment
- Fundraising
- Recruitment and Retention
- Time Management

### **Fostering Student Success**

- Academic Integrity
- Diversity, Equity and Inclusion
- Evaluation and Assessment
- Impact of Behavioral Health on Learning Across Stakeholder Groups

### **Professional Development**

- Career Advancement and Opportunities
- Developing Your Leadership Style
- Navigating the Institutional Landscape
- Politics of the Chairpersonship

### **Emerging Trends in Higher Education**

- Navigating the Politicized Space of Higher Education
- Navigating the New Technological Landscape of Higher Education
- Preparing for Gen Alpha
- Responding to External Partners and Workforce Needs

### **Other**

- Compelling proposals that fall outside of the proposed topics are also welcome. Please indicate your proposed Other Topic during the submission process.

### **Presentation Types**

The Academic Chairpersons Conference is comprised primarily of concurrent sessions, presentations given by those with experience and best practices to offer their peers fellow academic leaders. Three presentation types are given. These allow presenters to operate in the environment that best fits their style and substance, and attendees the opportunity to get the most out of the conference.

- **Interactive Workshop** (90 minutes) - A single or group presentation that is interactive and focuses on a solution-based approach. Participants may be involved in a variety of ways such as taking part in small-group activities, role-playing, case studies, simulations, problem solving or other hands-on instructional activities.

- **Best Practice Presentation** (45 minutes) - Typically an individual presentation. The presenter gives a 30-35 minute talk on a specific best practice or approach to a leadership issue. The talk should include a description of the problem, how the presenter approached it, and the results achieved. Then the audience is provided with 10-15 minutes of Q&A.
- **Lunch Discussion** (30 minutes) - A presenter facilitates a discussion centered on a key topic. The roundtable discussions will take place during Lunch on Thursday or Friday during the conference. Participants will grab their lunch and take it to the table with the discussion topic of their choice. This is a great opportunity for chairs who would like to have a conversation about a specific topic, share ideas, and explore solutions without a more structured, full presentation.

### **Proposal Selection Criteria**

Attendees at the Academic Chairpersons Conference want to be engaged and involved in the sessions they attend. They value discussion and the opportunity to exchange new ideas with other chairs.

A limited number of proposals will be selected for presentation. A review committee, comprised of members of the ACC Advisory Board, selects proposals based on the following criteria:

- Clear and concise description of the presentation and the points that will be made to chairpersons.
- Applicability to a broad audience, e.g., multiple disciplines, different institutional and department sizes.
- Evidence that the presentation will be of value to the audience, e.g., personal experience, research, knowledge of the literature.
- Practical recommendations that will be made to chairpersons.
- Appropriate scope and focus for session type selected and time allotted.
- Description of interactive activities that will be incorporated into the session and used to engage audience.

The selection committee reserves the right to edit abstracts and titles for the conference materials and may request a change in presentation type to fit program needs.