

2025 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. **Topics:** Choose one or more of the Session Topics listed below or suggest another relevant topic.
6. **Presentation Type:** Choose one of the Presentation Types listed below.
7. **Audience:** Indicate the best audience for your presentation: New Chairs, Experienced Chairs or Both.
8. **Supporting Document:**
 - Combine multiple files, if applicable, and attach as one PDF document.
 - Must include a detailed description of the session (300-500 words).
 - Include the relevance of the session to chairpersons, presentation focus, recommendations that will be made for chairpersons, anticipated outcomes, how the audience will be involved, and examples of interactive activities (if proposing a workshop).
 - Include the primary author/presenter curriculum vitae/resume or biographical sketch.
 - In addition to the detailed description, consider uploading a proceedings paper, a PowerPoint presentation, and/or workshop handouts if you have them.

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 concise supporting documents are less likely to be selected.

Deadlines

Priority Submission Review

Due Date: Monday, July 15, 2024

Early Notification: August 1, 2024

Final Submission Review

Due Date: Friday, August 23, 2024

Notification by: September 20, 2024

Session Topics

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, including, but not limited to:

Department Leadership

- Responding to Declining Enrollments
- Improving Student Retention
- Strategic Planning & Developing the Mission
- Faculty Recruitment, Retention, and Mentoring
- Orienting, Evaluating, and Retaining Part-Time and Adjunct Faculty
- Budget Management
- Fundraising & Grant-Writing

Culture, Climate and Conflict

- Mediating Interpersonal Conflict
- Developing a Culture of Accountability
- Working with your Dean and Upper Administration
- Fostering Positive and Productive Relationships
- Addressing Challenging Behaviors
- Legal Advice for Department Chairs

Diversity, Equity and Inclusion

- Developing Equitable Hiring Practices and Departmental Policies
- Ensuring Faculty and Staff Retention and Promotion
- Fostering an Inclusive Departmental Culture
- Mentoring a Diverse Faculty
- Supporting Faculty Teaching Diverse Subjects
- Addressing Implicit Bias
- Navigating a Complex Political Climate

Professional Development

- Women Leadership in Higher Education
- Developing your Leadership Style
- Navigating the Politics of Higher Education
- Career Opportunities for Prospective, New, and Experienced Chairs
- Advancing from Chair to Dean

Emerging Trends in Higher Education

- AI for the Department Chair
- AI and your Institution
- Building Interdisciplinary Programs
- The Politicization of Higher Education
- Generating Momentum with International Students
- Supporting the Mental Health of our Faculty and Students

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 Roundtables** (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. Impactful presentations have been made by both new and experienced 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 the 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.