

# Preparing to Become a Dean

SBAW Workshop  
November 9-10, 2024  
Loews New Orleans Hotel  
New Orleans, Louisiana

*Workshop sponsored by College of Charleston*

## Saturday, November 9

| Time                                  | Location               | Note  |
|---------------------------------------|------------------------|---|
| 1:00 p.m.                             | <b>Terrebonne Room</b> | 4-4.5 hour session  |
| 3:00-3:20 p.m.                        | <b>Foyer</b>           | Break & Refreshments<br><i>Sponsored by Florida Gulf Coast University</i> |
| Dinner – <b>optional</b> w/ the group | <b>TBD</b>             | Time discussed @ workshop   |

## Sunday, November 10

| Time             | Location               | Duration   |
|------------------|------------------------|--|
| 8:00 a.m.        | <b>Terrebonne Room</b> | 4-4.5 hour session   |
| 10:00-10:30 a.m. | <b>Foyer</b>           | Break & Refreshments<br><i>Sponsored by Trinity University</i> |

### Workshop Topics:

- Finding your FIT (whether for a dean role or other!)
- Figuring out what search committees are looking for
- Creating your promotional materials (cover letter, CV, etc.)
- Understanding the search process
- Preparing for interview questions... both theirs and yours
- Working with search consultants
- Negotiating for the school AND you
- Planning your First 90 Days as Dean