Call for Proposals: Guidelines for Submission

The Leadership in Higher Education Conference | October 7—9, 2021

Baltimore, Md.

Thank you for your interest in joining the **Leadership in Higher Education Conference.** This conference provides an opportunity for academic leaders to learn innovative strategies, trends, and best practices for effective management in a climate of learning and collaboration.

We invite you to submit a proposal for the **Leadership in Higher Education Conference** and share your expertise at a conference of your peers. This document offers some guidelines that will help you submit a strong proposal.

Submissions should relate to one of the following topical areas:

- **Leadership and Professional Development**
- **Diversity, Equity, and Inclusion**
- **Institutional Evaluation and Assessment**
- **Hiring, Development, and Retention**
- **Institutional Culture and Climate**
- **Student Recruitment, Retention, and Success**
- **Special Topics in Academic Leadership**

Writing your proposal
We're looking for engaging and informative proposals on academic and administrative leadership in higher education. Conference sessions provide attendees with real-world solutions grounded in sound academic research and practice. Sessions will be available in two formats: 60-minute concurrent sessions and 90-minute poster sessions.

• 60-minute concurrent sessions provide a highly focused how-to demonstration on a specific best practice or approach to leadership topics based on the tracks below. Submissions should focus on research-based, actionable strategies; case studies are permitted but should focus on lessons that are applicable to other institutions.

• 90-minute poster sessions are visual presentations of research that stimulate discussion. Posters are presented during an informal reception at the beginning of the conference.

If selected, your abstract will become the basis for the session description in the conference program; therefore, we recommend that you use a direct and active writing style that explains clearly what participants will learn during your session.

Each proposal will go through a blind review by three members of our advisory board, who will use the rubric found on our Call for Proposals page. Winning proposals will address important aspects of leadership that are relevant beyond a single department or institution. Proposals may target those with beginning, intermediate, or advanced understanding of the topic.

Attendees at the **Leadership in Higher Education Conference** want to be engaged and involved in the sessions they attend. They value discussion and the opportunity to exchange new ideas with others. Activities that demonstrate or otherwise support the topic should be a part of every session design. In addition to the relevance of the topic, reviewers will be looking for evidence that the session will be interactive and achieve specific learning goals. The objective is to use these sessions to model the kind of skills you are committed to using every day.

Please keep in mind that all presenters are required to submit an electronic version of their presentation slides and accompanying handouts one month in advance of the conference. Presenters also are responsible for the printing of the handouts distributed during their presentation, as well as their own conference registration fee, hotel, and travel expenses.

The deadline is March 15, 2021. Notifications of acceptance will be sent by May 14, 2021.

Questions regarding the submission process should be directed to MaryAnn Mlekush, CMP, Conference Manager, via email mmlekush@magnapubs.com.

Topic 1: Leadership and Professional Development
Submissions to this track should focus on building and refining innovative approaches to academic leadership in support of student success; building faculty collaboration; addressing conflict resolution; promoting innovation through research; fostering needed curricular change; mentoring junior faculty; establishing equitable promotion and tenure processes; and building a positive working and learning environment. Submissions to this track can also address new trends or developments in higher education, such as the changes in enrollment and the switch to remote instruction due to the COVID-19 pandemic that affect academic leadership. Please designate if your session is for new or mid-career leaders.

Topic 2: Diversity, Equity, and Inclusion
Higher education administrators are working to implement holistic programs to accommodate today's diverse students, faculty, and staff. This track will allow higher-education professionals to present and share the ways they are responding to campus issues, such as structural diversity, change management, transformation of institutional culture, and diversity skills and competency training programs; and student needs, such as housing and food insecurities, mental health concerns, neurodiversity, sexual identity, disabilities, immigration concerns, and racism. Presentations may also address how colleges are supporting diverse staff and faculty or making institutions places that can retain diverse employees.

Topic 3: Institutional Evaluation and Assessment
Evaluation and assessment are important issues for academic leaders, as states, accrediting bodies, students, and parents all look for evidence of quality. Academic leaders must understand how to work with accreditors, identify trends in state assessment and compliance, and carry out strategic planning for evaluation and assessment. It is of great importance for departments to constantly and consistently

evaluate and assess their programs. This track will include best practices, proven strategies, and models for designing and executing an evaluation plan.

Topic 4: Hiring, Development, and Retention
How do we recruit and support administrators, staff, and faculty throughout their careers? This track considers the tools, resources, programs, behaviors, and leadership skills needed to hire, promote and sustain vibrant and engaged administrators, staff, and faculty across ranks, disciplines, and institutional settings. Submissions to this track should address issues related to faculty development, assessment, mentoring, promotion and tenure, annual reviews, coaching, or other topics related to academic personnel and their concerns.

Topic 5: Institutional Culture and Climate
The culture of a university consists of the set of values that helps the university's faculty, staff, students, and administrators understand which actions are considered acceptable and which actions are considered unacceptable. Climate looks at the present moment: what is the atmosphere like for members of the faculty, staff, students, and administrators? Culture has an historical basis: who are we and what are our values on the basis of where we have been?

Academic leaders must foster a known set of values indicating their importance to key stakeholders in order to facilitate the operational efficiency of the university. This track will include presentations on managing and improving institutional culture and climate and dealing with the problems that arise at the department and college level. Presentations about managing challenges to culture and climate during the shifts in teaching caused by the COVID-19 pandemic are welcome.

Topic 6: Student Recruitment, Retention, and Success
Student success is a gauge of institutional success, and—as such—for accrediting agencies, the public, contributing alumni, and students and their families, it is an indicator of the institution's overall product. Presentations in this track will focus on overcoming challenges to recruitment and retention, such as escalating costs, declining state support, and a shrinking student population; creating successful recruitment and retention programs through student-focused efforts in admissions, financial aid, academic advising, course management, or residential living; and promoting student success by supporting high-risk students, adult learners, academic assistance, health and wellness counseling, and more.

Topic 7: Special Topics in Academic Leadership
With the complexity of leadership roles and responsibilities at different institutions, sometimes our work doesn't fit neatly into a single category. Submissions for this track can bridge multiple other topical areas or represent a topic not clearly defined in another track, such as implications of technology, effective budgeting, fundraising and development, legal and regulatory issues, curriculum planning and development, or the future of higher education. Presentations about leading change initiatives during the upheaval to standard university practices caused by responding to the COVID-19 pandemic are welcome. Submissions for this track must make distinct connection to the roles of higher-education leaders.

NOTE: We are planning an onsite conference in Baltimore. We continue to monitor travel and public gathering restrictions related to the COVID-19 pandemic. If an in-person conference is not advisable for October 2021, we will offer a virtual conference in its place.