WELCOME

2022 UCEDD TA Institute – Day 2
Nuts and Bolts of Managing a UCEDD

Monday, May 2 – 3-5pm ET
Wednesday, May 4 – 3-5pm ET
In the chat box:

• Describe your management style in 3 words.

• What is your favorite part of your workday/workplan?
Related Resources

2021 Report on UCEDD-University Relationships and Agreements
Jamie Koenig, Association of University Centers on Disabilities

AUCD LEADERSHIP MAP
Final Report:
Submitted September 28, 2021

This report was created by the Center for Leadership in Disability at Georgia State University for the Association of University Centers on Disabilities.

Organizational Charts
September 2021

Admin Essentials:
Professional Development and Succession Planning
Mark Crenshaw, Director of Interdisciplinary Training, Center for Leadership in Disability

Molly Tucker, Training and Advocacy Manager, Center for Leadership in Disability
AUCD Leadership Map

The purpose of this project was to provide UCEDD network members with information about the knowledge, skills, and abilities that they need to advance their careers within the UCEDD network.
Recruiting and Hiring for Values

• Harvard Business Review and top staffing organizations suggest that organizations hire for values and dispositions first and skills second (Lewis, 2011)

  • **Rationale**: It is more difficult to foster values than to teach skills.

  • **UCEDD Context**: Faculty and staff may be assigned to various projects that require different skill sets; however, all projects should theoretically align with your mission and vision of improving the lives of individuals with disabilities and their families.
Desirable Traits for UCEDD Staff and Leaders

- Love of Learning
- Entrepreneurial
- Flexibility and Embracing Opportunities
- Connection to the Disability Community
- Values Match the Organization’s
- Curiosity
- Proactive

- Willing to Take Risks
- Humility
- Systems Thinker
- Relationship Building
- Innovative
- Positive Energy
- Collaborative
When hiring new faculty and staff, which quality is most important to you?
Competency-based Position Postings

• Position descriptions should be competency based and accurately reflect the position’s responsibilities

• Descriptions should emphasize skills, behaviors, and knowledge needed for the individual to thrive in the role

  • **Skills:** Abilities needed to execute job duties. For example, a position may require an individual to understand how to analyze data using statistical software.

  • **Knowledge:** Areas of specialty or expertise. For example, a position may require expertise in positive behavioral interventions and supports.

  • **Behavior:** Characteristics an employee must display on the job. For example, a position may require an individual to be resourceful, in order to help connect families to resources and services.
## Highlighting Incentives

<table>
<thead>
<tr>
<th>Category</th>
<th>Incentives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Incentives</td>
<td>• Competitive Salaries, Bonuses, Stocks/Investments, Loan Forgiveness</td>
</tr>
<tr>
<td>Insurance and Retirement Benefits</td>
<td>• Insurance: Health (medical, vision, and dental) insurance, Life insurance, Short and/or Long-term disability insurance</td>
</tr>
<tr>
<td></td>
<td>• Retirement: 401K, Contribution Matching, Coaching/Advisement</td>
</tr>
<tr>
<td>Career Growth</td>
<td>• Promotions, Professional Development, Tuition Assistance Programs, Awards and Professional Recognition, Feedback, Supervision, Mentorship, Skill Development, Recognition of Strengths</td>
</tr>
<tr>
<td></td>
<td>• Opportunities within the UCEDD Network</td>
</tr>
<tr>
<td>Values Based Incentives</td>
<td>• Respect, Societal Impact, Workplace Diversity</td>
</tr>
<tr>
<td>Lifestyle Incentives</td>
<td>• Flexibility, Telecommuting, Work/Life Balance, Camaraderie</td>
</tr>
</tbody>
</table>
Which incentives do you regularly highlight during your hiring process?
Fostering a Sense of Belonging

- Shared Definition of Belonging
- Authentic Communication
- Connecting Projects/Tasks to Your Center’s Mission and Vision
- Giving and Receiving Feedback
- Mentoring
- Affinity Groups
Connection to AUCD
Capitalizing on the Network

**Professional Development**
- Annual Conference
- Events and Webinars
- Leadership Academy
- Disability Policy Seminar
- Mentorship

**Networking and Leadership**
- Emerging Leaders Community
- LEND Network
- IDDRC Network
- Councils
- Workgroups
- Special Interest Groups

**Other**
- Likeminded Individuals
- Opportunities to Collaborate
- Disability Advocacy
- Opportunity to Leverage the Network to Advocate and Amplify Voices of PWD
Which AUCD trainings or resources have you recently shared with your faculty and staff?
To Learn More

• AUCD Leadership Map
  • https://www.aucd.org/docs/urc/urc/AUCD%20Leadership%20Map_Final.pdf

• Admin Essentials: Professional Development and Succession Planning
  https://www.aucd.org/template/event_urc.cfm?event_id=9023

• Contact Info
  • Mark Crenshaw: mcrenshaw@gsu.edu
  • Molly Tucker: mtucker17@gsu.edu
Break

Please return at 3:40 pm ET
Panel: Navigating University Relationships and Politics

Susan Fox, Moderator
- UCEDD Director, Westchester Institute on Human Development (Public Health)

Liz Laugeson
- Incoming UCEDD Director, UCLA Tarjan Center (School of Medicine)

Sandy Magaña
- UCEDD Director, Texas Center for Disability Studies (School of Social Work)

Kathy Sheppard-Jones
- UCEDD Director, University of Kentucky Human Development Institute (Office of the President)
### Administrative Home Breakouts

**4:15-5:00pm ET**

<table>
<thead>
<tr>
<th>Schools of Health or Public Health</th>
<th>Schools of Education or Human Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="health-icon.png" alt="Health Icon" /></td>
<td><img src="education-icon.png" alt="Education Icon" /></td>
</tr>
<tr>
<td>University Hospitals, Schools of Medicine, or Departments of Pediatrics</td>
<td>University Admin Offices such as President, Vice President, Provost, or Graduate School</td>
</tr>
</tbody>
</table>
SEE YOU WEDNESDAY!

- Day 4 of the TA Institute will begin at 3PM Eastern
- If you will not be joining us for day 4, please be sure to complete the event evaluation at https://www.surveymonkey.com/r/2022TAI