Suggested Reading

Working Effectively with Faculty

Susan Christy, Ph.D.

Suggested books arranged by topic:
- Academia
- Getting things done
- Communication and leadership
- Self-management
- Understanding organizations and systems thinking
- Working with difficult people

Academia

Deneef, A. Leigh & Goodwin, Craufurd. (2007). The Academic's Handbook. Durham, NC: Duke University Press.

Ginsberg, Benjamin. (2011) The Fall of the Faculty: The Rise of the All-Administrative university and why it matters. NY, NY: Oxford University Press.

Gmelch, W. H. (1993). Coping with Faculty Stress (Survival Skills for Scholars). Thousand Oaks, CA: Sage Publications.

Gunsalus, C. K. (2006). The College Administrator's Survival Guide. Cambridge, MA: Harvard University Press.

Lechuga, Vicente. (2006). The Changing Landscape of the Academic Profession: Faculty Culture at For-Profit Colleges and Universities (Studies in Higher Education). New York: Routledge

Twale, D. J. & De Luca, B. M. (2008). Faculty Incivility: The Rise of the Academic Bully Culture and What to Do About It. San Francisco, CA: Jossey-Bass.

Getting things done

Abbott, E. L. (2009). A Brain New Way to Work: The Guide to Using your Brain Style at Work for Better Results with Less Stress. Charleston, SC: BookSurge.

Bossidy, Larry & Charan, Ram. (2002). Execution: The Discipline of Getting Things Done. New York: Crown.

Cohen, Allan. R and Bradford, David, L. (2005) Influence without Authority. Hoboken, NJ: Wiley.

Covey, S. R., Merrill, A. R., & Merrill, R. R. (1994). First Things First. New York, NY: Simon & Schuster.

Gebelein, Susan et al. PDI (2004). Successful Manager's Handbook: Develop Yourself, Coach Others. (Overall resource for managers in leading, managing and personnel issues.)

Gladwell, Malcolm. Outliers: (2008). The Story of Success. NY, NY: Little, Brown and Co.

Communication and leadership

Bennis, Warren. (1997). Organizing Genius: Secrets of Creative Collaboration. Cambridge, MA: Perseus Books. (Great case studies, plus chapter on lessons learned.)

Block, Peter. (2008). Community: The Structure of Belonging. San Francisco, CA: Berrett-Koehler.

Coffman, Curt & Gonzalez-Molina, Gabriel. (2002). Follow this Path: How the World's Greatest Organizations Drive Growth by Unleashing Human Potential. New York: Warner Books. (Summary of Gallup Organization research on talents; 12 questions and employee engagement.)

Connolly, Mickey & Richard Rianoshek. (2002) The Communication Catalyst. Dearborn Trade Publishing. (How to add value in communication. Four levels of communication. Recommended.)

Fisher, R. & Ury, W. (1981). Getting to Yes: Negotiating Agreement Without Giving In. New York: Viking Penguin. (The best negotiation training. Separate the people from the problem and work together to create options that will satisfy both parties.)

Gebelein, Susan et al. PDI (2004). Successful Manager's Handbook: Develop Yourself, Coach Others. (Overall resource for managers in leading, managing and personnel issues.)

Gordon, Thomas. (2002). L. E. T. Leader Effectiveness Training: The No-lose Way to Release the Productive Potential of People. New York: Bantam Books. (Excellent training for listening, asserting yourself and resolving conflict.)

Flaherty, James. (1999). Coaching: Evoking Excellence in Others. Boston, MA: Butterworth.

Heifetz, Ronald. (1999) Leadership Without Easy Answers. Cambridge: Harvard University Press. (Distinguishes between technical solutions and adaptive solutions that help people adapt.)

Hirsh, Sandra Krebs. (1996). Work it Out: Clues for Solving People Problems at Work. Palo Alto, CA: Davies-Black Publishing. (Applying MBTI to cases in organizations.)

Myers, Isabel Briggs. (1995). Gifts Differing: Understanding Personality Type. Palo Alto, CA: Davies-Black Publishing. (Application of the Myers-Briggs Type Inventory.)

Nash, Susan. (1999). Turning Team Performance Inside Out. Team Types and Temperament for High-Impact Results. Palo Alto, CA: Davies-Black Publishing (Applying MBTI to Team performance.)

Rosenberg, Marshall. (2005). Speak Peace in a World of Conflict. Encinitas, CA: Puddle Dancer Press. (Excellent application of non-violent communication.)

Tannen, Deborah. (1990). You Just Don't Understand: Women and Men in Conversation. New York: Morrow. (Helpful perspectives on dealing with women's and men's communication differences.)

Satir, V. (1988). The New Peoplemaking. Palo Alto, CA: Science and Behavior Books.

Satir, V., Banmen, J., Gerber, J., & Gomori, M. (1991). Satir Model: Family Therapy and Beyond. Palo Alto, CA: Science and Behavior Books.

Sharif, Rebecca. (2000). The Zen of Listening: Mindful Communication in the Age of Distraction.

Self-management

Bridges, William. (1996). The Need for Change. London: Nicholas Brealey. (Making sense of life's changes.)

Buckingham, Marcus & Clifton, Donald. (2001). Now, Discover Your Strengths. NY: Free Press. (Research results that identify talents and how to build them into strengths. Code for on-line assessment of personal talents.)

Buckingham, Marcus. (2007). Go Put Your Strengths to Work: 6 Powerful Steps to Achieve Outstanding Performance. New York, NY: Free Press. (Build on your talents; practical guide.)

Covey, Stephen. The Seven Habits of Highly Effective People. (1989). First Things First. (1994). New York: Simon and Schuster. (Two books that focus on learning and leading.)

Duhigg, Charles. (2014) The Power of Habit: Why We Do What We Do in Life. New York: Random House.

Dychtwalk, Ken & Kadlec, Daniel. (2009). With Purpose: Going from Success to Significance in Work and Life. New York: Harper Collins.

Gilbert, Paul, Choden. (2014). Mindful Compassion. Oakland, CA: New Harbinger.

Goleman, Daniel. (1998). Emotional Intelligence at Work. New York. Bantam. (Emotional intelligence can be learned and is important at work.)

Gottman, John. (2006). 10 Lessons to Transform Your Marriage. New York: Crown. (Research and analysis of relationship breakdowns and how to build positive relationships. Valuable as general information, not just for marriage.)

Hanson, Rick. (2018). Resilient: How to Grow and Unshakable Core of Calm, Strength, and Happiness. New York: Harmony.

Jaffe, Dennis & Scott, Cynthia. (1988). Take this Job and Love It: How to Change Your Work Without Changing Your Job. New York: Simon and Schuster. (How to be resilient, take charge and not let others get you down.)

Kahneman, Daniel. (2013). Thinking, Fast and Slow. New York: Farrar, Straus and Giroux

Neff, Kristin. (2015). Self-Compassion: The Proven Power of Being Kind to Yourself. New York: Harper Collins.

Seligman, M. (2002). Authentic Happiness: Using the New Positive Psychology to Realize Your Potential for Lasting Fulfillment. New York, NY: Simon & Schuster.

Zander, R. S. & Zander, B. (2001). The Art of Possibility. Boston: Harvard Business School Press. (How to deal with confusion and team demands.)

Understanding organizations and systems thinking

Handy, C. (1995). Gods of Management: The Changing Work of Organizations. New York, NY: Oxford University Press.

Johnson, Spencer. (1998) Who Moved My Cheese? New York: Putnam. (Best selling parable on change. Easy and helpful.)

Leebov, W. & Scott, G. (2007). Service Quality Improvement: The Customer Satisfaction Strategy for Health Care. Lincoln, NE: Author's Choice Press.

Oshry, B. (2007). Seeing Systems: Unlocking the Mysteries of Organizational Life. San Francisco, CA: Berrett-Koehler.

Richo, D. (1991). How to Be an Adult. Mahwah, NJ: Paulist Press.

Ritti, R. Richard & Levy, Steve. (2007). The Ropes to Skip and the Ropes to Know: Studies in Organizational Behavior. Hoboken NJ: Wiley.

Senge, Peter et al. (1999). The Dance of Change: The Challenges of Sustaining Momentum in Learning Organizations. New York: Doubleday. (Organizational change, based on experience.)

Skarke, Gary et al. (1995) The Change Management Toolkit. Houston, TX: WinHope Press. (Practical step-by-step ways to initiate and communicate change.)

Working with Difficult People

Bissell, B. (2003). "Handling Conflict with Difficult Faculty." In D. R. Leaming (Ed.), Managing people: A guide for department chairs and deans. Bolton, MA: Anker Publishing, 119–138.

Brown, Nina. (2002). Working with the Self-Absorbed: How to Handle Narcissistic Personalities on the Job. Oakland, CA: New Harbinger Publications.

Cavaiola, Alan A. & Lavender, Neil. (2000). Toxic Coworkers: How to Deal with Dysfunctional People on the Job. Oakland, CA: New Harbinger Publications. (Practical approaches to people with real personality problems. Helpful.)

Crowley, K & Elster, K. (2006). Working with You is Killing Me. New York: Warner Business Books. (This book accompanies the video we saw.)

Morgan, R. (2002). Calming Upset Customers: Staying Effective During Unpleasant situations (3rd ed.). Los Altos, CA: Crisp Publications.

Rosenberg, Marshall. (2005). Speak Peace in a World of Conflict. Encinitas, CA: Puddle Dancer Press. (Excellent application of non-violent communication.)

Stone, Douglas, Patton, Bruce & Heen, Sheila. (1999). Difficult Conversations: How to Discuss What Matters Most. New York: Viking. www.difficultconversations.com (How to talk about what is going on in the conversation on a higher level than the specific content.)

Sutton, R. I. (2007). The No Asshole Rule: Building a Civilized Workplace and Surviving One That Isn't. New York, NY: Warner.

Twale, D. J. & De Luca, B. M. (2008). Faculty Incivility: The Rise of the Academic Bully Culture and What to Do About It. San Francisco, CA: Jossey-Bass.