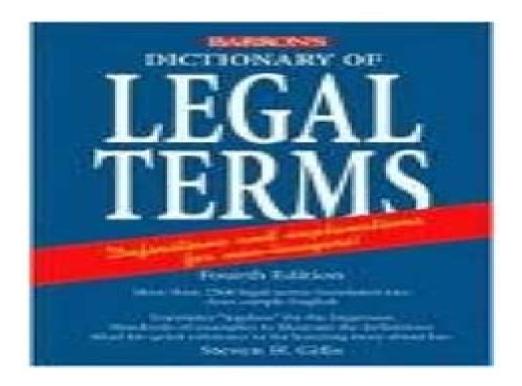
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(State)., Law Dictionary Steven H. Gifis, 2010 Updated to reflect recent modifications in federal and state law this book is a quick reference source for lawyers law students legal professionals and interested laypersons. The author defines more than 5 000 legal terms using nontechnical language that remains legally accurate Terms are documented with citations and apply to civil procedure commercial and contract law constitutional law criminal law property law and torts This is a mass market size paperback This Law Dictionary is also available from Barron s in a trade edition that features larger pages with **The Essential Academic Dean or Provost** Jeffrey L. Buller, 2015-09-04 The go to reference for academic leaders seeking practical answers to everyday challenges The Essential Academic Dean or Provost explains the how of academic leadership providing a practical comprehensive reality based reference for almost any problem challenge or opportunity This updated second edition includes new chapters on the difference between leadership and management in higher education leadership in politically charged environments effective strategies for making decisions and working with associate deans or provosts plus new case studies new research and ten additional chapters available on the companion website Each topic deals concisely with the most important information deans and provosts need when faced with a particular situation providing both a comprehensive quide to academic leadership as well as a ready reference to be consulted as needed The role of a dean or provost at a modern university is extremely complex involving budgeting community relations personnel decisions management of a large enterprise fundraising and guiding a school college or entire institution toward a compelling vision of the future The details academic leaders have to deal with are numerous and critical and every little thing matters This invaluable guide provides the answers you need when you need them and gives you framework for successfully navigating your job's many competing demands Build support for a shared vision of the future Interact effectively with different internal and external constituencies Learn decision making techniques specific to the academic environment Set supervise and implement a budget that allows your programs to flourish Academic leaders need a handy focused reference that provides authoritative answers to the many issues and questions that arise every day With proven solutions to a multitude of challenges The Essential Academic Dean or Provost shows academic leaders what they need to know in order to successfully guide their institutions into the future Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers, 1984 Bohdan S. Wynar, 1984 Essential for reference work and indispensable for collection development this book allows librarians to locate the best new works in a given field through its convenient subject arrangement to consult other published reviews from the citations provided and to compare price scope and coverage of reference books in a particular subject area Bowker's Law Books and Serials in Print ,1993 Reference and Information Services Kay Ann Cassell, Uma Hiremath, 2013 Search skills of today bear little resemblance to searches through print publications Reference service has become much more complex than in the past and is in a constant state of flux Learning the skill sets of a worthy reference librarian can be challenging unending rewarding and yes fun Forthcoming

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