

RESPONSIBILITIES OF DEPARTMENT CHAIRS/SCHOOL DIRECTORS FAM 641.65

Department Chairs/School Directors serve in a leadership capacity in support of the College's mission. They provide academic and administrative leadership and facilitate the orderly conduct of the affairs of the Department/School and the College. Their responsibilities, to varying degrees, include, but are not limited to, the following:

With respect to the representation of the department/school

- Represent the department/school on established College, division, and university councils or committees.
- Maintain active involvement with discipline-based professional association at state, regional, and national levels.
- Articulate and communicate the department's/school's mission, insuring that it fits the overall goals of the College and University.
- Serve as the advocate of the department's/school's goals and needs and whenever major curricular decisions are being made.
- Serve as the spokesperson for the department to the external community.

With respect to the future development of the department/school

- In conjunction with the faculty, develop and implement a strategic plan that emanates from the department's/school's mission and goals statement.
- In conjunction with the faculty, monitor the department's/school's effectiveness in meeting goals based on an assessment plan.
- In conjunction with the faculty, initiate and supervise the department's/school's activities and efforts in the recruiting and retention of students.
- Promote discipline-based contact with appropriate off-campus groups, such as high school teachers, community organizations, professional organizations, etc.
- Provide leadership in development activities that links to the department 's/school's alumni.
- Work with school deans and University development office to increase gifts and benefactors.

With respect to the curriculum

- Foster periodic examination and review of the department's/school's curricular offerings and the department's/school's contribution to the General Education Program.
- Develop and maintain programs that meet accrediting and licensing standards where appropriate.
- Exercise leadership in proposing and developing curricular changes when necessary.
- Lead department in carrying out required external reviews of academic programs and assessment of student learning outcomes.

With respect to instruction and related matters

- Supervise arrangements for lectures and public events sponsored by the department/school.
- Supervise the operation of program-related activities such as clinics, and laboratories.
- Promote and support faculty grant applications and sponsored research.
- Determine need and, if appropriate, arrange and assist in the development of distance learning courses.

With respect to budget and resources

- In conjunction with the faculty, develop department/school budgetary plans and other resource requests.
- Allocate and managed departmental/school budget.
- Work with appropriate University administrators in planning for use of new facilities and the College and University levels.
- Supervise the ordering of department/school equipment and supplies.
- Assume responsibility for the proper use, maintenance and security of equipment assigned to the department/school.
- Develop and implement appropriate procedures for the use, maintenance and repair of equipment.
- Manage FTES targets commensurate with resources, quality of instruction, and department/school mission.

With respect to the scheduling and assignment of workload

- Develop, in consultation with the faculty, an annual schedule of workload assignments. Such workload assignments should reflect the programmatic offerings of the department/school, a balanced distribution of courses, the needs of the students, the professional development of the faculty, the nature of the department's/school's activities, and the mission of the department/school, College, and the University.

With respect to the faculty

- Encourage and support faculty professional development.
- Establish plans for providing mentors for new faculty members.
- Assist probationary faculty in understanding the evaluation process and criteria for retention, promotion, and tenure and in presenting accurate and effective Faculty Activities Reports.
- In conjunction with department, review and maintain a current pool of potential candidates for temporary faculty positions.
- Encourage participation in exchange programs such as Fulbrights and summer institutes.
- Appoint faculty to non-elective department responsibilities.
- Mediate conflicts and attempt to resolve problems between faculty and students/staff.
- Exercise leadership in the recruiting and appointment of tenure-track faculty. Specifically, insure that requests for positions are appropriately submitted, recruiting committees elected, candidates are interviewed, and appointments recommended all in accordance with the CBA and the University's policies and procedures.

With respect to the supervision of staff personnel and student assistants

- Exercise leadership in the appointment of staff personnel, both permanent and temporary.
- Appropriately supervise the clerical and technical staff assigned to the department.
- Conduct performance evaluations on the staff personnel.
- Encourage and support staff training and development.
- Arrange for the proper supervision of student assistants.

With respect to the students

- Develop and administer admission processes where appropriate.
- In conjunction with members of the department/school, develop and coordinate a program of orientation and advisement that meets the needs of students.
- Develop and administer student progress reviews where appropriate.
- Foster and promote the development of departmental/school student clubs, as appropriate.
- Encourage student participation in exchange programs.
- Respond to students request for waiver of departmental/school regulations, independent study proposals, internships, and related special student concerns.
- Respond to student-initiated concerns and problems, as appropriate.