

## **Chair's Responsibilities**

(taken from: Faculty Handbook, Chapter II, Section F, #6)

The Chair shall provide leadership within the following areas in accordance with the Policies of the Board of Trustees and United University Professions, and within the guidelines of the personnel policies of the department. It is assumed that many of these activities will be accomplished through delegation to appropriate department members.

In all matters, it is assumed that the chair will behave in a professional manner by:

- a. Demonstrating openness, integrity, objectivity, discretion and commitment to the institution's diversity goals;
- b. Demonstrating professional competence in teaching, research, and other professional activities;
- c. Participating in professional associations and community service.

The following duties are primarily the responsibility of the chair. While the chair may designate other department members to accomplish these tasks, it is her or his responsibility to assure that they are accomplished in a timely manner.

### **a) Office Management**

- I. Administering departmental facilities;
- II. Hiring, supervising, and evaluating staff personnel, including, as appropriate, secretaries, clerks, laboratory assistants;
- III. Establishing and maintaining file and record systems (faculty, as permitted by regulation; students; academic data; correspondence);
- IV. Maintaining equipment and other departmental properties;
- V. Requisitioning supplies

### **b) Faculty Affairs**

- I. Recruiting, recommending, mentoring and orienting new faculty members;
- II. Supporting and encouraging faculty growth and high performance in teaching, advising, research, other professional activities, and public service;
- III. Supervising departmental personnel, including clerical staff;
- IV. Evaluating faculty members and making documented recommendations to the dean on their reappointment, tenure, promotion, and discretionary increments.

### **c) Mentoring of New Faculty**

- I. Making clear to new faculty the academic and professional expectations of the College regarding matters such as:
  1. Teaching, for example, credit hours expected, office hours and availability to students, overseeing student research projects, and procedures for submitting new courses for approval and obtaining general education designations for courses;
  2. Advising;
  3. Service to the department, for example, service on department committees and attendance at meetings;
  4. Scholarly or creative activity;

- 5. General professional behavior.
- II. Making sure that faculty members are aware of criteria that are utilized by the department, any school-wide personnel committees, and administrators who will review their cases, and are informed about the materials they should collect and submit in reappointment portfolios. These discussions should be held periodically from the beginning of the faculty members' appointment to the College.
- III. Meeting with new faculty periodically to discuss their concerns and expectations.
- d) **Budgetary Affairs**
  - I. Administering budgetary allocations (including preparing requisitions, authorizing expenditures, maintaining budget records);
  - II. Promoting departmental cost-effectiveness;
  - III. Allocating faculty travel and research funds, as available;
  - IV. Acquiring instructional materials;
  - V. Overseeing departmental revenue enhancement programs, such as contacts with alumni donors and proposals for funding from government or private organizations.
- e) **Communication**
  - I. Conveying University and College policies and actions to the department;
  - II. Representing the department in the University and College and with external agencies (professional associations, government agencies and the public);
  - III. Communicating departmental programs and activities to students;
  - IV. Cooperating with other administrative offices to facilitate the scheduling of courses;
  - V. Cooperating with Admissions and related offices in recruitment activities, including the production of publications.
- f) **Student Affairs**
  - I. Supervising and taking responsibility for the quality of academic and career advising of students;
  - II. Assisting the College in selecting candidates for departmental prizes and scholarships;
  - III. Responding quickly to student concerns and effectively implementing the student's grievance procedures and grade appeal policy;
  - IV. Assisting with recruiting students. The following tasks are likely to be accomplished in collaboration with other members of the department. While the chair is responsible for facilitating them, it is expected that department members will participate in significant ways.
- g) **Departmental Affairs**
  - I. Developing and accomplishing departmental missions and objectives within those of the College and University;
  - II. Overseeing annual Program Student Learning Outcome assessment in accordance with the guidelines established by the School and the College;
  - III. Overseeing periodic Program Review in accordance with the guidelines established by the School and the College.
  - IV. Establishing departmental policies consistent with policies of the College and the University;
  - V. Conducting departmental meetings;

- VI. Assuming stewardship for equipment and supplies and assisting in annual property control inventory;
- VII. Involving faculty members and students in departmental decision-making and activities;
- VIII. Establishing effective internal communication;
- IX. Attending training workshops for Chairs and other academic unit heads.

**h) Academic Affairs**

- I. Supervising the establishment of departmental degree programs and curricula;
- II. Coordinating the evaluation and improvement of programs and curricula, and the quality of instruction;
- III. Enforcing academic standards;
- IV. Preparing fall and spring schedules of classes, including those for summer, winter session, graduate studies and continuing education;
- V. Assisting in providing opportunities for intellectual stimulation to the department, e.g., guest speakers;
- VI. Taking responsibility for the quality of academic advising in the department;
- VII. Taking responsibility for working with the library on purchases and holdings within the discipline.
- VIII. Responding to grievances or appeals from students, staff or faculty members
- IX. Arranging for a mentor from outside of the department in accordance with programs provided by the relevant School or general College programs;
- X. Discussing with untenured faculty the criteria for reappointment and tenure at least once a year throughout their pre-tenure appointments.

**i) Additional Responsibilities**

- I. Being responsible for such additional duties as may be mutually agreed upon by the chair and the appropriate dean in consultation with the department concerned. Activities specific to individual departments might include programs for high school students, auditions, performances, colloquia, or speaker series.