



PROPOSED ROLES AND RESPONSIBILITIES FOR DEPARTMENT CHAIRS/HEADS

FIVE PRIMARY AREAS OF RESPONSIBILITY

1. Leadership
2. Personnel
3. Budgetary
4. Scheduling
5. Day-to-Day Management

See proposed Chair/Head Roles and Responsibilities



LEADERSHIP

- Provide effective academic leadership by facilitating the department/division in visioning and strategic planning, execution of the department/college strategic plan in alignment with the Strategic Compass, and through active engagement with other University plans. *
- Assume responsibility for follow through on decisions assigned to the department/division by university administration by communicating with faculty and staff, and conveying feedback from the unit to the Dean.
- Lead and work with faculty in the development of department curriculum, educational philosophy, academic standards, and the department's long-term planning efforts.
- Forward departmental recommendations concerning such matters as curriculum development, budgetary requests, position requests, multi-year schedules, and faculty development activities to the dean; communicate information to and from the dean and appropriate governance bodies; and report the results of department actions and deliberations.
- Coordinate with and assist the dean in advancing college priorities and imperatives that affect all college departments/divisions.
- Explore outreach to industry and/or enterprises and help dean and/or department establish rapport.
- Adhere to or exceed agreed upon/assigned timelines and deadlines.



PERSONNEL

- Oversee searches, receive and review department/division search committee recommendations for hiring full time faculty and staff, and make departmental recommendations to the Dean.
- Coordinate with Dean on the selection and negotiations of positions for full time and part time faculty and staff.
- Mentor faculty, especially new faculty and provide annual checkups. *
- Direct the work of support staff and student workers.
- Perform annual evaluations of faculty and staff; receive department personnel committee recommendations for reappointment, tenure, and promotion; and provide a separate and independent review to other committees, the Dean and administrators. * (NOTE: This duty would commence following revision of appropriate sections of the Faculty Personnel Policy)
- Develop and monitor professional development plans as noted in 2nd, 4th, and annual reviews.
- Appropriately enforce compliance with all university and system policies.



BUDGETARY

- Lead the department/division in developing budget requests, priorities, and approving expenditures according to their plan. *
- Ensure department budgets are managed appropriately and department personnel are compliant with all procedures.



SCHEDULING

- Develop multi-year course schedules and staffing plans for curricular delivery that are consistent with institutional priorities and student needs.
- Assign faculty to courses and prepare schedules to meet student needs.
- Work with faculty to prioritize and make recommendations about faculty workload to the Dean for approval. *

DAY-TO-DAY MANAGEMENT

- Coordinate with faculty formal reviews of degrees and certificates (if applicable), oversee preparation of documents for follow-up and accreditation review, and prepare documents for curricular changes, catalog revisions and other documents necessary to convey the department's curricular plans.
- Develop and coordinate student recruitment, retention, advising and service activities of the unit with relevant support offices; implement and monitor admissions, student progress and closure requirements of the department's degree(s) and certificate(s) (if applicable), as well as professional certification or registration of students.
- Prepare reports and analyses, and fulfill data requests from the dean and other university administrators.
- Represent the department(s) to external organizations and groups, inter-institutional activities and accrediting agencies.
- Other duties as assigned.