The department chair is the designated administrative head of an academic department at the university. Normally, the chair is a tenured faculty member at the university; all exceptions must be approved by the provost.

Appointment

The dean appoints chairs after consultation with the tenured and tenure-track faculty in the academic department.

Term

Department chairs at all times serve at the pleasure of the dean. Commonly, chairs serve one or more multi-year terms, but generally for not more than a total of ten years.

Duties and Responsibilities

A. The chair is responsible for the academic, administrative and fiscal affairs of the department under the supervision of and reporting to the dean. The chair is expected to take an entrepreneurial leadership role in coordination with the dean regarding all aspects of academic department operations and strategic initiatives and direction, including but not limited to program innovation and initiatives, encouragement and facilitation of extramural funding, student professional development and placement, curriculum assessment and development, and alumni relations and fundraising.

The chair serves as the academic leader of the department and is responsible for initiating and overseeing the recruitment and mentoring of faculty and graduate students, as well as the promotion, tenure and merit processes applicable to all faculty in the department. The chair also oversees curriculum planning as well as periodic program reviews and accreditation matters affecting the academic discipline. The chair is responsible for all administrative functions within a department including: fiscal oversight, coordinating a department’s research and clinical activity, managing adjunct faculty and non-faculty staff, procurement of goods and services for the department, and assigning research and classroom space for all departmental faculty. In carrying out his/her responsibilities, the chair consults with departmental faculty bodies as appropriate.

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1 The roles and responsibilities of department chairs set forth below are those currently applicable across the university, as reported by the deans. Deans have the authority to assign other management rights and responsibilities to department chairs and to modify or eliminate some of the responsibilities listed below in particular instances.
B. Specific academic duties of the department chair include, but are not limited to, the following:

- Presiding over department faculty deliberations leading to the development of departmental positions on academic programs, departmental curriculum, requirements for majors, course content, and long-term departmental planning and development
- Evaluating full-time departmental faculty for tenure and promotion, including consulting with the dean regarding third year evaluation of tenure-track faculty and making formal, independent recommendations to the dean on all departmental tenure and promotion applications and communicating those recommendations as appropriate
- Active participation in counseling and/or disciplining of full-time departmental faculty, including initiating procedures and managing initial stages of disciplinary action, and consulting with the dean and other appropriate university representatives
- Making recommendations and consulting with the dean on the processes for appointment, reappointment and promotion at each academic level for all full-time, non-tenure-track departmental faculty
- Participating in the full-time departmental faculty merit award process, including nomination of departmental faculty members for merit awards, consulting with the dean and departmental salary committee regarding nominations, and making recommendations for other salary increases and sabbaticals and other leaves of absence
- Managing the hiring, assigning, supervising, counseling, evaluating, disciplining and discharging of adjunct departmental faculty
- Providing leadership, management and oversight of the department’s curricular matters, including strategic planning, periodic program reviews, assessment activities, and accreditation reviews
- Mentoring and advising departmental faculty, including particularly new faculty
- Providing management and oversight of the department’s research/scholarly/creative activities
- Monitoring and administering departmental compliance with academic policies and procedures
- Supervising and coordinating the activities of all departmental program and division directors, including the doctoral and other graduate programs, centers and institutes, and the undergraduate program, and taking a leadership role in collaborating with other departments and colleges
- Managing departmental non-credit offerings and auxiliary programs
- Marketing the department and its programs, and recruiting students at all levels, in concert with the college and university
- Facilitating student/faculty engagement

C. In consultation with the dean, the department chair is also responsible for the administration of the department including hiring, managing and evaluating non-faculty support staff, acquisitions, departmental payroll, space and room assignments, grants and contracts administration, and other associated functions.
D. Specific administrative duties of the department chair include, but are not limited to, the following:

- Assigning and scheduling of full-time faculty to teach particular classes, including laboratory and clinical work, and assigning teaching workloads, overload, and summer teaching in consultation with and subject to the approval of the dean
- The recruitment and appointment of non-tenure track and adjunct (part-time) departmental faculty, including annual assignment of goals and tasks, performance reviews and salary recommendations
- In coordination with school/college authorities and others as appropriate, the assigning of adjunct faculty to teach classes, including room/laboratory assignments and other responsibilities
- Recruitment, selection, supervision, and discipline/termination of non-faculty, departmental staff, including annual assignment of goals and tasks, performance review and salary recommendations.
- In consultation with the dean, the preparation and administration of departmental budgets, including resource allocation, authorization of departmental purchases of goods and services, faculty travel, and monitoring of expenditures
- Annual review and evaluation of departmental faculty, including review of faculty annual reports, workload, and performance.
- Reviewing student feedback forms and taking action as appropriate
- Reviewing and initially handling student complaints, academic grievances and other student matters
- Administering the provisions of applicable collective bargaining contracts covering departmental personnel
- Monitoring departmental compliance with university, school or college and departmental policies and procedures
- Attending and participating in leadership meetings as requested by the dean
- Directing, overseeing and/or supervising the work of graduate teaching assistants, graduate research assistants, and post-graduate fellows, as applicable
- In consultation with the dean, initiating memoranda of understanding and contracts with outside agencies for clinical placements, etc. and overseeing the administration of executed MOUs and contracts.
- Safeguarding the integrity of departmental supplies, equipment, furniture and other fixed assets
- Developing relationships and outreach initiatives with key constituents to promote the department, its faculty and programs

E. The university may in its sole discretion, assign other management rights and responsibilities to the department chair.

F. Chairs, with the approval of the dean, have the authority to operate within the limits of their signature authority, in accordance with university’s policies.
Annual Review

The dean shall initiate a process for annual review of department chairs.

Compensation

A chair shall receive a compensation supplement for serving as a chair commensurate with the size and general activity of the department. The compensation may include a reduction of the chair’s base teaching load and/or an administrative salary supplement for the duration of services as a department chair.

August, 2011