

College of Arts and Sciences
Department Chair Responsibilities

The Department Chair has several main functions:

- To act as a representative of the Department within the University and to external constituencies;
- To advance the mission of the Department by working with the administration and external constituencies;
- To act as a mentor and facilitator for the faculty and staff within the Department as they carry out their mission; and
- To lead and manage the Department.

The above functions include the following duties:

1. Responsibility to the University
 - a. Represent the Department at meetings of College of Arts and Sciences department chairs including a 2-day retreat in the summer
 - b. Attend Academic Leaders meetings
 - c. Provide requested information, reports, and evaluations to administrative offices
 - d. Attend College and University faculty meetings
 - e. Remain up-to-date on all institutional policies, rules, and contracts
 - f. Keep all policies related to departmental programs up-to-date for the Department, College, and University and posted on the University webpages
 - g. Prepare the departmental annual report for the Dean
 - h. Provide information about students' performance or records to various University departments when problems arise
2. Responsibility to the Department
 1. Chair Tenure & Promotion committees for all untenured faculty
 2. Evaluate faculty, including providing written responses to each faculty member's Faculty Activity Report (FAR) and meeting with the Dean
 3. Manage issues that arise with students (gatekeeping)
 4. Respond to student petitions, complaints, requests, etc.
 5. Balance advising assignments for faculty
 6. Strategic planning for the Department
 7. Facilitate the academic programs of the Department
 8. Support the academic quality of the Department and the discipline
 9. Conduct searches for faculty positions (full-time and adjunct)
 10. Prepare job descriptions and hire staff positions
 11. Mentor all departmental faculty
 12. Conduct teaching observations for all full-time and adjunct faculty
 13. Work with Admissions Office on new student recruitment
 14. Participate in all department functions (admissions, curriculum, etc.)
 15. Teach and advise students in the program

16. Manage the departmental assessment process and conduct periodic departmental reviews in collaboration with the Assessment Coordinator
3. Administrative Duties
 1. Assign work to faculty
 2. Manage faculty leaves
 3. Develop and monitor the departmental budget
 4. Examine departmental offerings and curriculum
 5. Manage special programs
 6. Prepare and submit course schedules each semester
 7. Organize and preside at department meetings
 8. Process paperwork for various committees and offices (course proposals, etc.)
 9. Supervise and evaluate support staff
 4. In consultation with Department faculty and staff members:
 1. Formulate and communicate recommendations for hiring, tenure and promotion, retention, and evaluation of faculty and departmental support staff
 2. Recommend leaves and special assignments to the Dean
 3. Establish departmental budget priorities and allocations
 4. Recommend teaching assignments and times and regulate faculty workloads
 5. Develop and articulate departmental goals
 6. Ensure faculty are fully engaged in departmental and general faculty duties