

Department Chairs have the complex task of supervising the Department in an adaptive, flexible, and open manner while simultaneously attending to the following list of guidelines. The following list is intended to clarify and describe the role of Department Chair and should not be construed as recommendation for a rule-and-policy hierarchical approach.

As academic leaders, Department Chairs are expected to set the example as characterized through availability, openness, and industry rather than through rule-driven written directives. While it is expected that the individual Department Chair's responsibilities are unique to each discipline, at a minimum, Department Chairs have responsibility in the following areas.

The Department Chair's responsibilities to the Faculty and College administration require that he or she:

- o keep the Department Chairs Council and Administration regularly informed of major developments in the Department
- o insure that students in the Department are offered the appropriate educational experience and are meeting the standards set by the College and the Department
- o prepare an annual report and self evaluation to be submitted to the Provost's Office
- o supervise annual evaluations of Department adjunct faculty and staff
- o recommend the appointment and non-reappointment of adjunct faculty and staff to the Provost
- o assign instructors to courses
- o acknowledge requests from members of the Department for financial aid from the College to attend scholarly conferences and to conduct individual research projects
- o recommend to the Provost requests from members of the Department for leave of absence or sabbatical leave
- o continue to maintain a teaching load
- o consult regularly with the Provost and other College officials regarding matters affecting the work of his/her department
- o be informed about the educational philosophy and policies of the College as a whole
- o attend the regularly scheduled meetings of the Department Chairs Council
- o monitor Department budgetary requests and expenditures
- o review staffing needs and make other recommendations related to the growth of the Department with the Provost
- o administer the educational program of the Department, assisting all department members in meeting their professional and teaching responsibilities to the College, their students, and colleagues.

The Department Chair's responsibilities to the Department require that he or she:

- o plan and hold Department meetings each semester.
- o prepare an agenda for each meeting in consultation with faculty
- o preside over the meeting according to accepted democratic process
- o report to the members about the working of the Department and issues requiring attention
- o review student and peer evaluations annually with each faculty member
- o insure that all Department decisions are made effective without undue delay
- o prepare a report for the Provost's office regarding the performance of the Department over the course of the year
- o normally run the Peer Evaluation Group, write the Narrative Summary and do the Tally Sheet for all full-time department members requesting reappointment, promotion and tenure (See Section 4C)
- o put together spring, fall and summer course schedules
- o complete degree audits for all graduating seniors in the department
- o oversee search process for new faculty

Items that would regularly be subject to Departmental discussion include the following:

- o dropping/adding of courses
- o Departmental offerings in the general curriculum
- o Departmental degree requirements for majors, minors, and concentrations
- o course content and texts for multi-section courses
- o policies with regard to transfer students and course substitutions
- o matters pertaining to future development of the curriculum
- o acquisition of Department supplies
- o supervision of laboratories
- o advisement procedures
- o coordination of collateral efforts to support of curriculum
- o Departmental involvement in student recruitment

It should be understood that all members of each respective Department shall be free to submit items for discussion, both for the prepared agenda and for the meeting. The Department Chair should act as the moderator for faculty discussions, voting only to break a tie, if there should be a need, but at all times retaining the right to vote. For the sake of administrative efficiency and to centralize the activities of the Department, it is necessary that the Department Chair act as an executive in performing certain duties. In doing this, the Department Chair must be guided by regulations or decisions established by the College and the Department which are relevant to the matter, but he or she may be required to make decisions on particular issues without prior consultation with the Department.

In the event of a disagreement between the Department and the Department Chair a decision of a Department Chair may be challenged by a vote of the respective Department. If the matter cannot be resolved equitably it will be forwarded to the Provost.

With the consent of the Department and the individuals involved, some of these duties may be delegated to other members of the Department from time to time, but in such instances the final responsibility for performance shall remain with the Department Chair.

Among the executive responsibilities of the Department Chair are the following:

- o oversee and assure advising of all majors in the Department
- o be responsible for all correspondence and other communication necessary for the effective operation of the Department
- o recommend candidates for Departmental appointment
- o supervise the work of student help, staff, and other assistants in the Department and authorize payment
- o submit to the Provost, budget requests and other recommendations needing administrative approval
- o administer approved Departmental budgets
- o submit to Faculty committees, recommendations from the Department requiring the attention of Faculty committees
- o approve or disapprove individual student requests for transfer of courses which pertain to a major, minor, or concentration
- o approve or disapprove student requests for modification of curriculum requirements
- o authorize and submit requests for teaching aids, office and laboratory supplies, and library requisitions
- o be responsible for the security and maintenance of equipment and inventory
- o make arrangements when members of the Department are unable to meet regularly scheduled classes