Department Chair
Administrative Role and Responsibilities

**Function:** The Department Chair administers the Department in matters of Academic program planning, curricula, budgets, staffing and program maintenance and evaluation. The Department Chair is a half-time mid-administrative position as defined in the University policy pertaining to mid-administrative appointments and compensation.

**Scope:** The general responsibilities of the Department Chair include the following:

- Develops and approves class schedules for each semester, in consultation with the Department faculty.
- Supervises curricular and course planning, including the planning and promoting of improvements within the curricula of the department.
- Coordinates the Department’s catalog revision process and assures that the catalog copy is submitted and course inventory forms completed and appropriately filed.
- Approves all degree plans, special course requests, and grade changes for all students whose discipline major is within the Department.
- Supervises the textbook selection process in the Department each semester, including distribution and collection of textbook order forms and notification of the University Bookstore of the selected texts and projected course enrollments.
- Conducts annual faculty reviews, with recommendations to the Dean pertaining to such personnel issues as salary and merit pay adjustments, contract renewals, tenure, and promotion to all ranks, all as specified in University and College policies.
- Serves as primary mediator of student complaints pertaining to Department classes and faculty.
- Employs and supervises appropriate adjunct faculty for the Department as needed, with the approval of the Dean and Provost.
- Oversees all Department faculty search committees.
- Employs and supervises Department faculty Administrative Assistant and other Departmental staff.
- Recommends to the Dean concerning Department faculty requests that pertain to workload, travel, sick leave and other absences from campus, funds for special teaching materials, and remunerated off-campus activities.
- Assigns office spaces to Department faculty and staff.
- Develops annual Department budget requests, in consultation with the Dean, and recommendations to the Dean pertaining to all Department requests for expenditures.
- Performs other tasks as assigned by the Dean.

**Supervision:** The Department Chair reports to the Dean and serves as liaison between the Dean and the faculty and staff. The Department Chair supervises any discipline coordinators and the department disciplinary faculty.

**Education:** A terminal degree from an accredited university is required.

**Experience:** The Department Chair shall be tenured and have sufficient experience in leadership within or outside of higher education as to enable the incumbent to effectively lead disciplinary faculty in continuously improving and pursuing excellence in undergraduate and graduate education and research.