

## Department Chair Responsibilities

### 1. Department management

- lead the departmental planning and budget process; develop the annual program improvement plan and department annual report
- organize departmental resources to achieve the department's functions efficiently and effectively
- provide leadership in areas such as curriculum development and assessment
- oversee the departmental budget and resource allocation process and approve all expenditures
- develop the schedule of courses and faculty teaching assignments, in discussion with the dean
- manage space as assigned
- handle routine and emergency interruptions of normal department operations

### 2. Faculty hiring and development

- manage the search and hiring process for new faculty and staff, including attention to affirmative action goals
- evaluate all department faculty and staff annually and provide continuous mentoring of department personnel
- manage the tenure and promotion process and make recommendations to the dean regarding pre-tenure reviews, tenure, and promotion
- provide support for faculty to accomplish their assigned responsibilities
- hire and supervise all part-time personnel

### 3. Student, Administrative and External Relationships

- address student needs and deal with student problems and complaints
- assist in the process of recruiting and advising students
- oversee development and administration of student evaluations of instruction
- maintain a good working relationship with other department chairs, the dean, and other University administrators
- represent the department externally

### 4. Faculty responsibilities

- teach 4 or 5 courses per year (negotiated with the dean)
- continue to be active in scholarship and professional activities
- provide service to the College, University and community as appropriate

### 5. Other duties specific to the academic unit.