

## **H&S Department Chair Responsibilities**

### **Revised August 2011**

#### ***Curriculum***

- Assumes leadership and primary responsibility within the department for curriculum development and ensures that all catalog copy is current and accurate concerning curricular offerings.
- Prepares the department's class schedule, assignment of courses and duties within the department, coordinates the academic semester schedule with the appropriate administrator(s) (and other chairs, when needed), including undergraduate summer-session and winter-session offerings as appropriate.
- Supervises, plans, and coordinates departmental course offerings in concert with faculty peers.
- Reviews and responds to student requests for course substitutions and waivers in consultation with departmental faculty, as appropriate.
- Reviews and responds to independent study petitions in consultation with departmental faculty and the dean's office, as appropriate.
- Maintains effective liaison with College co-curricular operations, including developing specific curricular relationships and other extensions of the department, as appropriate.
- Develops interdisciplinary efforts as part of curricular development.
- Works with the dean's office to develop and maintain articulation agreements, as needed.
- Works with the dean's office to maintain accreditation, where required.

#### ***Personnel***

- Encourages faculty development and professional/scholarly activity. Communicates on a regular basis those policies and/or other matters of business received from the administration that pertain to the department.
- Supervises or co-supervises departmental support staff.
- Presents departmental recommendations for staffing changes/additions to the dean after consultation with departmental colleagues.
- Provides leadership in all departmental searches by chairing or appointing the chair of full-time faculty searches and chairing or otherwise handling searches for part-time faculty. Develops position descriptions in consultation with faculty. Promotes affirmative action guidelines, interviews all candidates for full- and part-time faculty positions in the department, and meets with search committees as appropriate.

**H&S Department Chair Responsibilities (continued)**

- Provides leadership concerning the activities surrounding the tenure and promotion process for members of the department faculty.
- Ensures that new full- and part-time faculty members are oriented to the department.
- Participates in the annual faculty evaluation process according to school and departmental policies and procedures.
- Reviews student statements at the end of each semester, as established by the department.
- Supervises department-related activities, including coordinating the participation of departmental personnel in departmental, school, and all-College functions such as Parents Weekend, admissions functions, and commencement, as appropriate.
- Serves as informal mediator between faculty members and/or between faculty and students, when appropriate and helpful.

***Student Relations/Parent Relations***

- Provides students with information about degree requirements and policies of the department, school, and College, as appropriate.
- Works with new majors and helps coordinate adviser assignments within the department.
- Acts as mediator in occasional disputes between students and members of the department.
- Supervises and coordinates the registration of students in the department, as appropriate.
- Fields queries from parents regarding departmental policies and student issues.
- Coordinates recommendations and/or nominations to the dean for student awards and scholarships.

***Budget and Planning***

- Coordinates the department's planning and budgeting processes and the ways those processes come together.
- Monitors departmental expenditures within the parameters of the fiscal-year budget, which is determined in consultation with the dean's office.

***Administration/Governance***

- Serves as departmental spokesperson in relations with other departments, faculty, and administration, as well as the College and external communities.
- Serves as a member of the administrative body of the school which meets regularly with the dean, as appropriate.
- Schedules and chairs department meetings.

**H&S Department Chair Responsibilities (continued)**

- Assumes primary responsibility for departmental reports and documents.
- Takes action as needed to conduct normal business of the department between semesters and during summer months, including participation as needed in special planning meetings.
- Assists as needed with orientation and admissions work.
- Processes sabbatical leave requests, research grants, travel authorizations, and similar faculty matters requiring department chair review.
- Prepares an annual report of the department's activities for the dean, if required.
- Coordinates departmental website revisions and catalog information changes.
- Coordinates operation and management of labs, clinics, and equipment, as appropriate.

***Recruitment and Admission***

- Coordinates departmental representation at school and College admissions programs.
- Coordinates development of program marketing materials in consultation with the dean's office and the department and promotes programs and departmental activities to prospective students.
- Coordinates strategies for student recruitment and retention.
- Contacts/interacts with prospective students.

***Ongoing Assessment***

- Coordinates the collection, evaluation, summarization, analysis, and final deposition of assessment data for the department.