

## Academic Policy on Undergraduate Department Chair Duties and Responsibilities

### Administrative:

- Correspondence and records
- Approve independent studies, requirements, or waivers within the major (such as prerequisites, substitutions, and transfers plan of study)
- Conduct and schedule department meetings
- Arrange department representation at recruitment events
- Maintenance of program and department websites and catalogs
- Preparation, management, and submission of budget requests and/or resources needed (if applicable) for the department

### Faculty:

- Assignment of faculty advisors to students in the major and minor
- Oversee the orientation (and training) of adjunct faculty and department staff
- Initiate faculty appointments by written recommendation to the appropriate dean and ensure that appointments are made in accordance with the University Policy on Faculty Hiring (*see Handbook III.A.1. on Faculty Appointments*)
- Organize and manage searches for candidates for faculty positions and make the departmental recommendation to the dean (*see University Policy on Faculty Hiring, #12*)
- Evaluation of full-time and adjunct faculty in accordance with the Faculty Status and Welfare Handbook (*see Handbook VII.C.4*)
- Conduct departmental tenure review with participation of the tenured members of the department (*see Handbook IV.B*)
- Make recommendations concerning the promotion, tenure, and leaves of the department faculty, in accordance with approved procedures and timelines in Faculty Handbook

### Scheduling and Curriculum:

- Schedule and assign courses to members of the department in consultation with faculty and school dean
- Propose and submit new program development and curriculum changes in the department in accordance with the Faculty Status and Welfare Handbook
- Regularly update the mission, goals, and outcomes within the department

### Communication:

- Communication of department needs, issues, initiatives, concerns, and personnel issues to the school dean
- Communication with department and school faculty and staff
- Coordination of departmental mentorship for faculty and staff
- Upholding School policies and processes in the University Catalog and the Faculty Status and Welfare Handbook, as well as governing documents

### Assessment:

- Coordination of student assessment in accordance with university and school/program accreditation(s)
- Accreditation or program review responsibilities for the department

- Professional accreditation tasks (if applicable): data collection, data-review, establishing and maintaining community advisory board, reports for accrediting bodies

#### Compensation

- Department chairs are teaching faculty whose administrative responsibilities follow the academic year. Duties outside of the nine-month faculty contract are subject to terms that are mutually agreeable between the department chair and the school dean.
- Course reduction shall be one three-credit course per semester for chairs holding the rank of Assistant, Associate, Full Professor, and Clinical ranks (*See Handbook 4.C*).
- Chairs will continue to receive a standard, established stipend that is unchanged with the implementation of this document. For large departments, individual schools should set up criteria for additional compensation and course reductions to reflect the increased responsibilities of chairs.

Passed by Faculty Senate: Spring 2023

Ratified by President: Fall 2023

NB: the Senate Status Committee will consider Director definitions at a later date for both undergraduate and graduate level (April 2023)