

Department Chairpersons

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A Department Chairperson is responsible for directing a program within an academic school and reports to the School Dean. A Department Chairperson shares in the administration of the University, and is responsible to the departmental faculty for representing their views to administrators and for communicating administrative information to them. Chairpersons of academic departments are granted release time by the Provost according to the demands of the specific department.

The Chairperson of a department is appointed, and may be re-appointed, by the Provost after consultation with the School Dean and all regular faculty members of the department. The term of each appointment is up to three years.

The School Dean annually evaluates the performance of the Chairperson with input from those who report to her/him.

Responsibilities of Department Chairpersons:

- to share with the School Dean and department members the responsibility for faculty and staff recruitment, hiring, mentoring and professional development within the department
- to assume responsibility for orientation of new employees
- to provide evaluative feedback to adjuncts and relevant input to the School Dean for annual evaluations of faculty and staff.
- to be responsible for conducting business within the department, leading department meetings, and communicating information about program and administrative information from School Dean
- to coordinate annual and long-range planning with regular department faculty and the School Dean
- to provide input into the budgetary needs of the department and supervise all expenditures of the approved budget, remembering that in the total management of the budget, proper consultation should be held with the School Dean and regular faculty members of the department
- to plan the course offerings of the department in consultation with department faculty and School Dean, and to make teaching assignments and plan course offerings with the School Dean so as to enable students to complete their academic programs in a reasonable period of time
- to be responsible, with other members of the department, for the acceptance or non-acceptance of students who have expressed an intention to major in the department
- to monitor student progress in the major and assist with student issues
- to recommend all credit courses which are offered in her/his department, and to propose new departmental courses and programs, in collaboration with the School Dean to the Committee on Curriculum and Educational Policies (CCEP) or Graduate Council for approval as appropriate.
- to provide leadership for departmental specialized accreditation and university regional accreditation.

Employee Handbook

- To coordinate program assessment and program review reports and oversee program changes made as a result of assessment data
- To collaborate with marketing and admission to promote the program and recruit new students
- To assist the School Dean in the preparation of the annual report by providing program information
- To participate in retention of current students through university and program efforts
- To be responsible for curricular quality, effectiveness and outcomes with the program