Responsibilities of Chairpersons

The responsibility of Department Chairs is to support and advance student learning through oversight of departmental (1) administrative processes, (2) processes and programs relating to faculty, and (3) program development and assessment. They lead by defining and advocating for departmental plans and priorities; they also play a key leadership role in shaping and implementing school and college level goals and plans.

Administrative Responsibilities

- Advance the work of the department in a manner consistent with the objectives, policies, and standards of the academic unit and the College.
- Maintain procedures and policies that enhance each faculty member’s ability to function in accordance with the mission, vision, and goals of the institution.
- Evaluate regularly the achievement of the department and keep the Dean informed about the progress of the department and its needs.
- Formulate long-range plans for the department with respect to both curriculum and personnel.
- Prepare, in consultation with departmental faculty, the annual department budget request, and manage the departmental budget allocations, expenditures, purchasing and reimbursements.
- Supervise and coordinate academic advisement for the department.
- Hold regular departmental meetings as needed to keep departmental faculty informed on College matters, and to carry on the activities of the department.
- Meet and consult with students as appropriate to discuss matters of departmental interest.
- Oversee the work of program directors, academic support staff, and student workers as required by the departmental organization.
- Where relevant, seek and maintain accreditation for programs within the department.
- Organize participation in admission events and coordinate the development of student recruitment material, webpages or other social media tools as necessary.
- Develop and maintain a network of community partners to support the department and its programs as applicable.

Faculty Recruitment, Support, and Evaluation

- Build and maintain a department strong in teaching capacity and scholarship.
- With the approval of the Dean establish departmental faculty teaching assignments and reassignments.
- Oversee the recruitment of prospective full-time, part-time, and adjunct faculty members, following established guidelines for searches and hiring.
- Maintain an adequate pool of adjunct faculty, where applicable.
Ensure that new faculty are oriented to departmental and college processes.

Recommend to the Dean, in consultation with department faculty, members of the department for renewal of appointment, promotion, tenure or terminal appointment. (See Part III)

Submit to the Dean, according to the designated schedule (See Part III), the Chairperson’s Evaluation of all departmental faculty and self-evaluation by all members of the department. All departmental faculty shall receive copies of these written evaluations of their performance.

Devise, in collaboration with departmental faculty, means for ongoing evaluation and improvement of teaching in the department, including faculty performance assessment, goal setting, self-evaluation, student evaluation, support, and remediation as deemed appropriate.

Mediate student/faculty issues within the department and follow the institutional policy regarding appeals and grievances.

**Program Responsibilities and Responsibilities to Students**

Plan, with the approval of the Dean, and in conjunction with the departmental faculty, the sequence of departmental course offerings; and submit, by the required date, the proposed departmental curriculum.

Plan appropriate teaching assignments in consultation with departmental faculty and with the approval of the Dean.

Review with departmental faculty instructional resources, and maintain a departmental file of syllabi for all courses taught in the department.

Identify departmental staffing needs, in consultation with department faculty, and present staffing requests to the Dean for consideration.

Submit new programs, upon approval of departmental faculty and Dean, to the Vice President for Academic Affairs for review by the Curriculum Committee and presentation to the general Faculty.

Supervise and coordinate support services for students with academic or clinical difficulties (e.g. academic failures, remediation, appeals, course drops, special schedules, special clinical training needs, and study abroad experiences) as applicable.

Establish and oversee on and off campus clinical opportunities for students, as applicable.

Oversee the ongoing assessment of each program within the department, in accordance with the college’s Framework for Assessment and accreditation requirements where applicable.

Address students’ concerns relating to courses or academic programs within the department.

Where appropriate, collaborate with other department chairs and program directors to develop and support interdisciplinary programs.