

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

- Develop and maintain procedures and policies that support faculty and students, in accordance with the mission, vision, and goals of the institution, department, and discipline. Departmental procedures and policies should reflect the approval of the majority of departmental faculty members.
- Formulate goals and long-range plans with the department with respect to both curriculum and personnel.
- Regularly evaluate the department and keep the Dean informed regarding its progress and needs.
- Prepare, in consultation with departmental faculty, the annual department budget request, and manage departmental budget allocations, expenditures, purchasing and reimbursements.
- Supervise and coordinate academic advisement with 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.
- Review with departmental faculty the holdings of the Lorette Wilmot Library and suggest new acquisitions for this collection;
- Complete departmental reports required by the Dean or other administrative offices;
- Complete required paperwork in a timely manner.

Faculty Recruitment, Support, and Evaluation

- Build and maintain a department strong in teaching, scholarship, and service.
- With the approval of the Dean establish departmental faculty teaching and other assignments.
- Oversee the recruitment of prospective full-time, part-time, and adjunct faculty members, following established guidelines for searches and hiring.
- Ensure that new faculty are oriented to departmental and college policies and procedures, including the expectation for tenure and promotion.
- Establish, in collaboration with departmental faculty, means for ongoing evaluation and improvement of teaching in the department. Evaluation may include goal setting, self- evaluation, student evaluation, classroom observations, and other factors. A plan for improvement of teaching should include support, mentoring, and remediation as deemed appropriate.
- Mentor faculty throughout the tenure and promotion 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, Sections B and C);
- Evaluate Clinical Faculty, Executive Faculty, and Faculty in Professional Practice and recommend contract renewal/nonrenewal as specified in Appendices A-E.)
- Chairs must complete faculty evaluations in a timely manner according to the designated schedule (See Part III, Section B), particularly the end of year evaluations and the pre-tenure review for pre-tenure faculty.
- Submit to the Dean, according to the designated schedule (See Part III, Section B), 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.
- Mediate student, faculty, or staff 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.
- Upon approval of department faculty and Dean, recommend new programs to the Vice President for Academic Affairs for review by the Curriculum Committee.
- Upon approval of the departmental faculty and Dean, recommend suspension or discontinuance of a program to the Vice President of Academic Affairs for review by the Curriculum Committee.
- Promote among the faculty of the department the use of support services for students with academic or clinical difficulties.
- In departments, as applicable, assure that there are appropriate on and off campus clinical opportunities and internships for students.
- Oversee the ongoing assessment of each program within the department, in accordance with the college's Framework for Assessment, and in accordance with accreditation requirements where applicable.
- Address students' concerns relating to faculty, staff, courses, or academic programs within the department.
- Where appropriate, collaborate with other department chairs and program directors to develop and support interdisciplinary programs.
- Accept students into departmental programs, using criteria established by the department.