

## **Chair's Role and Responsibilities**

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The chair is the chief academic and administrative officer of the department and reports to the Dean of the College. The chair leads the department in managing:

### **Operations**

- developing a vision that supports the particular goals of the unit and the broader goals of the College and the University
- representing the interests of the department to audiences both inside and outside the university
- working with the College Office on promotion and tenure, salary increases, leaves of absence (regular, junior & special), space planning, facilities and equipment management, etc
- providing a key communication link between the College administration and departmental faculty
- coordinating an effective curriculum, including the scheduling of courses
- managing the budget, overseeing expenditures, maintaining accurate records and ensuring sound fiscal policies and procedures
- directing operations as well as short term and long term planning
- managing departmental staff, including development and performance evaluation
- generating reports, including the annual report and data requests
- building strong relationships with other campus units and leaders
- Overseeing the department space allocation/use

### **Faculty Matters**

- promoting excellence in teaching, research and service
- Ensuring department faculty have a professional development plan
- Overseeing department faculty recruitment
- Developing a faculty evaluation rubric to be used in assessing faculty excellence
- Meeting with and evaluating each faculty member at least annually – Tenure-track faculty will require more oversight and feedback
- nominating faculty for university and external awards - book prizes, fellowships, etc.

### **Mentoring / Advising**

- managing the mentorship of their faculty – Oversee a mentoring program in the department that provides individual mentorship for all associate professor, assistant professor and lecturer track faculty
- monitoring student affairs, including undergraduate advising and graduate training

Chairs are appointed by the Dean of the College, in consultation with faculty members of the respective departments, and typically serve a three year term, which may be renewed given agreement of both the dean and the chair. Chairs teach not less than half a regular faculty teaching load for the year and receive an administrative salary supplement.