

POSITION DESCRIPTION
For
DEPARTMENT CHAIR

The department chair is responsible for the academic program of the department, the coordination of the efforts of the faculty, all support activities provided for in the departmental budget, and all other functions assigned to the department by the Dean of the school or college. The chair is responsible for assuring high standards of teaching and research through faculty selection, retention and promotion, through consultation with and among faculty members, through judicious use of departmental resources, and through appropriate representation of the department in requests for support of its programs. The chair's decisions on policy matters are reached after consultation with appropriate departmental faculty members, but the chair assumes responsibility for them.

The chair is appointed by the President on the recommendation of the Dean, after following departmental procedures for recommending choice of chair. The chair shall serve as a stated term of three years but without prejudice for serving additional terms. Reappointment is subject to the same procedures governing initial appointment.

The chair develops budget requests, in consultation with the Dean and is responsible for all expenditures.

The chair directs the recruiting of new faculty members and recommends appointment to the Dean.

The chair recommends to the Dean all personnel changes (i.e., in salary, tenure status, and rank).

The chair is responsible for teaching assignments and arrangement of teaching schedules.

The chair is responsible for providing an effective program of student advising in the department.

The chair recommends for approval by the Dean and other appropriate officers and committees, courses and curriculum proposals developed within the department.

The chair is responsible for inventory and control of departmental equipment and supplies, necessary record-keeping, secretarial help, and other miscellaneous support activities.