

APPENDIX A: CHAIRPERSON ROLES AND RESPONSIBILITIES

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The role of Chairperson is recognized as a primary leadership position. In performing the duties of the position, it is assumed that Chairpersons will exercise considerable discretion while complying with University policies and procedures and operating within the limitations imposed by the availability of resources. While considerable diversity may exist in the operation of various departments, there is a common core of duties to be performed by Chairpersons:

<p>Administrative Functions</p>	<p>Attend chairs meetings and report to department as appropriate</p> <p>Maintains records for the department on faculty workloads, student majors, and enrollments</p> <p>Prepares department quarterly reports</p> <p>Conduct and report on an assessment of general education and department major goals and outcomes</p> <p>Prepare the department's annual final report</p> <p>Prepare reports on departmental activities for campus publications</p> <p>Facilitate implementation of revisions in catalog copy/web sites/policies which address departmental curriculum issues</p>
<p>Leadership Functions</p>	<p>Being available to faculty, staff and students</p> <p>Judging people fairly and thoughtfully</p> <p>Initiating and sustaining action towards defined goals and encouraging the initiative of others</p> <p>Demonstrating interpersonal relations that foster a professional working atmosphere</p> <p>Demonstrating a commitment to excellence in teaching and research through continuing activity as a teacher and scholar</p> <p>Being sensitive to the needs of faculty and students from diverse backgrounds</p> <p>Working with committees and promoting their effectiveness</p> <p>Engaging in consultation and participatory decision-making</p> <p>Being open to fair criticism</p> <p>Demonstrating objectivity</p> <p>Work to maintain civility and respect among faculty, faculty/students, and</p>

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	<p>faculty/university offices</p>
<p>Liaison Functions</p>	<p>Communicating departmental needs and desires to the Dean and Provost</p> <p>Communicating and interpreting University decisions to the faculty</p> <p>Maintaining open lines of communication among specializations within the Department, and encouraging appropriate balance</p> <p>Bring student petitions and other appropriate business to department</p> <p>Represents the department to internal and external stakeholders and communicates newsworthy department or individual faculty activities to the Office of Marketing Communications</p>
<p>Curriculum and Academic Planning Functions</p>	<p>Encouraging the development and improvement of the departmental curriculum, and seeing that the proper curriculum forms are submitted on schedule</p> <p>Stimulate discussions that review at regular intervals the nature and quality of departmental offerings and requirements</p> <p>Coordinating and supervising the departmental programs, reviews, accreditation and departmental evaluations, and other reviews</p> <p>Conduct external reviews of the department in accordance with accreditation or University requirements</p> <p>Seek opportunities for the department to support college-wide programs when developing its course offerings and staffing plans</p> <p>Sign and assign advisors for department majors</p> <p>Insuring the preparation of catalog information and schedules of class offerings in accordance with deadlines</p> <p>Oversee departmental preparation of the course catalog, monitoring a coherent system of prerequisites, course rotations, etc.</p> <p>Negotiate on behalf of department with Registrar over teaching times and places.</p> <p>Ensures that clear goals and objectives,</p>

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	<p>consistent with those of the University and the appropriate faculty, are established by the departments; that department programs are designed to achieve these ends; and that goals, objectives, and programs are periodically evaluated to guarantee that they are suited to the needs of students, both majors and non-majors</p> <p>Supervises the development of a comprehensive and coherent department curriculum</p> <p>Supervises and coordinates the development, revision, and evaluation of courses, sequences, and programs for the academic year and the summer program</p> <p>Recommends to the appropriate dean the schedule of courses for the academic year and the summer session.</p>
<p>Personnel Supervision and Development Functions</p>	<p><b>FACULTY</b>          Coordinates department recruitment of new faculty, recommends appointments to the dean, oversees the departmental orientation of new faculty</p> <p>Promote regular conversation among departmental colleagues concerning the quality of the department's teaching, research, and other contributions to the University</p> <p>Evaluating faculty performance and developing procedures for assessing faculty accomplishment</p> <p>Encouraging improvement of faculty performance by fostering good teaching, stimulating research, scholarly writing, and creative activity</p> <p>Promoting faculty professional development and enrichment, and encouraging faculty in their service to the University and the community</p> <p>Ensures that the workload within the department is equitably distributed among its members and suited to their individual talents and accomplishments and to the needs of its approved programs</p> <p>Assigns courses for the academic year and summer session after consultation with members of the department</p> <p>Work to identify and maintain relations with a pool of part-time and visiting faculty to</p>

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	<p>whom the department might turn periodically</p> <p>Making recommendations relative to tenure, promotion, reappointment, salary adjustment and leaves of absence</p> <p>Facilitating and encouraging grants and contracts from extramural sources</p> <p>Participate in mentoring program for new faculty, typically serving on the mentoring committees of all newly hired faculty members in the department</p> <p>Maintaining faculty morale by preventing and resolving conflicts, and by arranging for the effective and equitable distribution of faculty responsibilities</p> <p>Counsel faculty as the need arises</p> <p>Supervises the department affirmative action program and ensures that it is consistent with that of the University</p> <p><b>STAFF</b> Supervises clerical, non-teaching personnel, students, and graduate assistants assigned to the department including selection, scheduling, evaluation and discipline</p> <p>Counsel staff as the need arises</p> <p>Supervises the department affirmative action program and ensures that it is consistent with that of the University</p> <p>Promotes the professional development and growth of staff</p>
<p>Student-Related Functions</p>	<p>Coordinating the academic advisement process and monitoring the process to see that it is responsive to changing student goals and aspirations</p> <p>Encouraging student clubs and organizations which foster achievement and professional development</p> <p>Developing procedures for resolving student complaint about faculty, courses and/or programs</p> <p>Informing students of special departmental registration procedures and enrollment criteria, etc., and administering those procedures as appropriate</p> <p>Assure that students pursuing programs in the department have available to them</p>

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	<p>appropriate courses to allow satisfactory progress toward their degrees</p> <p>Manage student grade appeal/complaints</p> <p>Make preliminary judgment concerning plagiarism cases and other incidences of suspected academic dishonesty</p> <p>Supervises the department advisement program, assigns advisers for majors, provides faculty with advisement materials, and counsels students who seek advice beyond the advisor</p> <p>Approves waivers from department requirements and recommends to the dean waivers from appropriate faculty or University requirements?</p> <p>Approves requests, consistent with University or faculty policies or directives, for independent studies, change of major, undergraduate enrollment in graduate courses, course withdrawals, and permission to take courses at other institutions; recommends to the dean course overloads; signs reports of incomplete work; and participates in academic progress decisions</p> <p>Assists in student orientation and registration</p>
<p>Facilities and Budget Management Functions</p>	<p>Supervising the departmental budget, record keeping, and the requisition of supplies, equipment, materials, and other instructional needs</p> <p>Developing and following procedures to assign faculty to classes, laboratories, studios, and other responsibilities</p> <p>Reporting undesirable or potentially hazardous conditions with respect to the physical plant</p> <p>Prepares long-range projections of department space and equipment needs</p> <p>Coordinates the allocation and utilization of space and equipment assigned to the department</p> <p>Manages requests for repairs, maintenance, and plant improvements</p> <p>Submit the annual staffing proposals</p> <p>Submit the annual budget proposal</p>

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*Sources:*

*Irene W. D. Hecht, Mary Lou Higgerson, Walter H. Gmelch, Allan Tucker. "Roles and Responsibilities of Department Chairs." The Department Chair as Academic Leader (Phoenix, AZ: ACE Oryx Press, 1999). Chapter 2.*

*<https://academicaffairs.cmich.edu/chairs/duties.shtml>*

*<documents.kenyon.edu/provost/chair.duties.pdf>*

*[brockport.edu/hr/resources/chapters/200\\_responsibilities\\_chairpersons.htm](brockport.edu/hr/resources/chapters/200_responsibilities_chairpersons.htm)*

*<csus.edu/umannual/acad/umd03150.htm>*

*<uwsuper.edu/provost/resources/chairs/department-chair-role.cfm>*