

# DEPARTMENT CHAIR RESPONSIBILITIES

## OFFICE PERSONNEL

- Responsible for supervising (and hiring, if necessary) the office staff (Debbie; Jess; Joe; Office Coordinator; Work-study students)
- Each spring, the Chair does annual staff reviews (“Performance Partnership”), to be submitted to HR

## DEPARTMENT MANAGEMENT

- Budget management (with Debbie)
- Planning department events, parties, etc.
- Oversee purchase of major office equipment
- Department newsletter (every ~2-3 years)
- Oversee updates to department display case

## BASIC DEPARTMENT ADMINISTRATION

Chair must sign:

- Petitions to the faculty
- Faculty and grad students expense reimbursements
- Grant proposals, travel requests, etc.

## FACULTY MEETINGS

- Select faculty meeting dates each spring (for following academic year).
- Plan and run faculty meetings
- Update Policies, Standards & Procedures (PSP) document as needed
- Annual Report, submitted to Maxwell Deans each June
- Program Review (every 4 years; last one done in Fall, 2020)

## CURRICULUM PLANNING

Chair oversees the following processes:

- Course planning (work closely with Debbie on this)
- Professional Studies (i.e. UC) courses (work with Debbie and Maria Borte of Professional Studies on this)
- Course and program assessment (this is done by ESP, undergrad and grad director, but Chair must oversee the process)
- Shared competencies and course tagging
- Approval of new and revised courses through Curriculog (work closely with Debbie on this)
- Any new programs, degrees, certificates, etc. (work with Dean’s office and Debbie on this)
- Approval of course transfer requests

## LIASON WITH DEANS & UPPER ADMINISTRATION

Chair is responsible for coordinating with Maxwell Deans, A&S Deans, Provost’s office, Professional Studies (UC), Grad School, and other administrative offices on campus. The Chair is the “public face” of the Department to the rest of the university.

- Andrew London deals with budget, personnel and research issues
- Carol Faulkner deals with curricular issues

## FACULTY

Chair is responsible for:

- Managing [promotion and tenure](#) (P&T) and promotion to Full cases. This involves identifying and contacting external referees, following through on referees reports, overseeing Form A submission, writing Form B, etc. (Forms are updated regularly – be sure candidates use latest version, available from Deans)
- Overseeing annual CV update review process (work with Chair’s Advisory Committee on this; use department’s CV update assessment form); fill out salary increment form and meet with Deans every spring to discuss faculty performance
- Overseeing faculty hiring process (work with faculty to write job ad; work with Debbie and Dean’s office to identify and approve search committee; advertise jobs; coordinate on-campus interviews.
- Approve and sign-off on faculty leave requests
- Nominate faculty and grad students for university- and national-level awards (e.g. Meredith teaching awards, Lifetime Achievement, etc.). This is important but can be a lot of work, so do this selectively.