



Functions and Responsibilities of the Department Chair

The department chair, whether serving on a 9- or 12-month basis, has traditionally provided leadership in all areas of the administration of the academic department. Assignments have included responsibility for such activities as recruitment, evaluation and supervision of academic and support staff, faculty and staff orientation; curriculum development and implementation; student advising; budget development and administration; and department continuity and administrative support functions. The department chair has also traditionally served as the spokesperson on behalf of the faculty to other departments and colleges as well as higher levels of administration within the University, and as the individual within the department who is chiefly responsible for implementing and administering policies and procedures developed at higher levels.

ASSIGNMENTS OF A DEPARTMENT CHAIR

Recruitment

- Coordinates recruitment of faculty in accordance with Affirmative Action Plan and other applicable University policies or procedures.
- Assess potential faculty through recommendations, personal interviews, reference checks and examination of the candidate's credentials in the areas of teaching, scholarly and creative activities, service, and educational preparation and earned degrees. For tenure-track appointments, such assessments shall be provided to the search committee as noted below.
- Tenure-track appointment recommendations shall be as approved by an elected search committee of tenured faculty, which may include the department chair if tenured.
- Recruits and selects clerical and technical staff to support the department's instructional programs.

Evaluation and Supervision

- Participates in the evaluation of the performance of faculty to aid in their professional growth; identifies those who should be advanced and those who should be terminated; provides recommendations and data to faculty committees and administrators to assist in making decisions on reappointment, tenure and promotion.
- Consults with the dean concerning the performance of staff personnel and supervises the work of clerical technical and administrative staff within the department.

Orientation

- Ensures that new faculty are oriented to the objectives of the basic instructional mission of the CSU.
- Orients full- and part-time faculty to assure that they complement the role of the regular, full-time faculty.
- Encourages the faculty to expand their professional development relative to their disciplines, interpersonal relations with students and colleagues and interactions within the department.
- Discusses with faculty the degree to which their work meets the needs of the department's instructional program and how to improve performance.
- Counsels faculty on prospects for tenure, promotion and merit salary adjustments and the criteria upon which their performance will be judged.

Department Leader and Advocate

- Encourages faculty to engage in scholarly and creative research and pursue excellence in teaching.
- Encourages faculty to undertake ongoing programs of updating their instructional and professional programs.
- Promotes involvement among the faculty in related professional organizations at the local, state and national levels, as well as service within the department, college, University and community.
- Articulates the needs, problems and views of the faculty to college and University administrative levels.
- Assists in the implementation and administration within the department of policies and procedures developed at higher levels.
- Advocates and justifies department needs to assure the continuation and development of the instructional program.



Functions and Responsibilities of the Department Chair

Department Leader and Advocate (continued)

- Provides community contact as the representative of the department before civic and professional organizations and in hosting on- and off-campus community related functions.
- Leads department meetings.
- Disseminates information to faculty
- Administers University and college policies.
- Maintains open communication among faculty, staff and students.
- Represents the department within the college, division and University, and coordinates department affairs with college and University administration.

Curriculum

- Develops and evaluates curricular programs and plans, and implements the department's undergraduate and graduate programs.
- Publicizes and promotes new courses, existing undergraduate and graduate programs and specialized programs within the University and the community, as well as among perspective students.
- Coordinates certification/articulation of courses between the department and University articulation officers.
- Maintains advising and curriculum materials in the department.
- Articulates student requests and recommendations on curricular matters to the faculty so that the department curriculum is responsive to student needs.
- Manages the formulation of department self-studies and coordinates program reviews.
- Formulates class schedules and catalog copy.
- Proposes and is responsive to new ideas, innovative courses and alternatives to existing programs.

Student Advisement

- Advises students at both graduate and undergraduate levels concerning both degree and career objectives.
- Coordinates the involvement of faculty in their regular advisement responsibilities and insures an effective and ongoing student advisement program in the department.
- Recommends action on student petitions for waiver of college or departmental regulations.
- Maintains student advisement records.

Budget Development and Administration

- Manages department's fiscal resources.
- Develops departmental budget and allocates resources.
- Recommends expenditures, including travel, operating and equipment.
- Maintains and computes expenses and expenditures.
- Oversees property and equipment, and maintains property inventory.

Administrative Support Functions

- Facilitates the administrative support operations to insure effective use of clerical services, proper space allocation and adequate supplies.
- Schedules summer course offerings.
- Maintains and coordinates administrative procedures within department.
- Provides a variety of administrative reports concerning such activities as faculty workload, assigned time, and changes in employment status of faculty.