



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 management; 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.

- Actively promote the following core values: ethics, shared governance, teamwork, collegiality, transparency, and empowerment with accountability.

ASSIGNMENTS OF ACADEMIC PROGRAM CHAIRS and DIRECTORS

Leadership

- Facilitates strategic planning, mission, and vision.
- Works with the faculty to ensure the continued quality and currency of the Department's academic programs and standards.
- Promotes open communication and shared governance within the Department.
- Convenes Department meetings and ensures follow through on approved actions.
- Advocates for the Department within the College and University, and to the community.
- Mediates communication of information between the Department and College and University.
- Fosters constructive interactions and relationships within and between Departments.
- Mediates faculty, staff, and student concerns.
- Implements, manages, and administers Department, College, University, and system-wide policies, procedures, and initiatives.
- Oversees program assessment and accreditation.
- Facilitates interaction with and represents the Department to the community and alumni.

Student Success

- Facilitates effective and ongoing student advisement.
- Monitors trends in student progress through the department's curriculum.
- Collaborates with the College and University on student success initiatives.
- Coordinates Department awards and scholarship activities.
- Reviews and responds to student requests, petitions, exceptions, and waivers.

Courses and Curriculum

- Develops course assignments for faculty and graduate students.
- Formulates class schedules and catalog copy.
- Facilitates academic scheduling activities, including obtaining rooms for lectures, activities and laboratories.
- Works with appropriate committees to evaluate and revise department curriculum.
- Coordinates with the College of Continuing and Professional Education (CCPE) for the development and scheduling of Winter/Summer courses and faculty-led education abroad.
- Maintains advising and curriculum materials in the department.
- Reviews and approves articulation agreements.

Recruitment and Hiring

- Leads the department in developing a hiring plan.
- Submits hiring requests to the Dean of the College.

- Facilitates the selection of faculty for search committees for tenure track faculty hires
- Coordinates recruitment of faculty in accordance with University policies and procedures and the California Faculty Association (CFA) Collective Bargaining Agreement.
- Coordinates and oversees hiring of lecturers.
- Coordinates and oversees the hiring of professional support staff to support the department's instructional programs.

Faculty Orientation and Development

- Provides orientation for faculty.
- Mentors faculty in their professional development, including instruction, service and research, scholarly, and creative activity.
- Reviews student feedback for the primary purpose of formative evaluation.
- Promotes collegial interaction amongst department members and with the University at large.

Evaluation, Supervision, and Oversight

- Oversees and participates in the faculty evaluation process.
- May provide evaluations of tenure-track and tenured faculty independent of faculty Reappointment, Tenure, and Promotion (RTP) committees.
- Supervises lecturers.
- Coordinates, oversees, and participates in the evaluation of lecturers.
- Supervises and evaluates staff.
- Coordinates faculty and staff leaves and absences.
- Oversees graduate student Teaching Assistants and Graduate Assistants.
- Provides oversight for undergraduate work study, student assistants, and Instructional Student Assistants.

Department Operations

- Oversees administrative operations and procedures including centers, clinics, institutes, and programs housed within the Department.
- Manages allocation of Department resources, including space, supplies, equipment, and inventory.
- Oversees maintenance and repair of Department facilities and equipment.
- Coordinates with campus Safety and Risk Management to establish and maintain safe operations.
- Prepares administrative reports, as needed.
- Coordinates the work of Department committees.

Budget Development and Management

- Manages department's fiscal resources including grants and development funds.
- Develops departmental budget and allocates resources.
- Develops and coordinates proposals for internal funding.
- Provides departmental approval for expenditures, operations, and equipment, including travel.
- Monitors departmental financial records.
- Assists Deans and development officers in fundraising initiatives as appropriate.