Department Chair Responsibilities

1. Department management
   • lead the departmental planning and budget process; develop the annual program
     improvement plan and department annual report
   • organize departmental resources to achieve the department's functions efficiently and
     effectively
   • provide leadership in areas such as curriculum development and assessment
   • oversee the departmental budget and resource allocation process and approve all expenditures
   • develop the schedule of courses and faculty teaching assignments, in discussion with the dean
   • manage space as assigned
   • handle routine and emergency interruptions of normal department operations

2. Faculty hiring and development
   • manage the search and hiring process for new faculty and staff, including attention to
     affirmative action goals
   • evaluate all department faculty and staff annually and provide continuous mentoring of
     department personnel
   • manage the tenure and promotion process and make recommendations to the dean regarding
     pre-tenure reviews, tenure, and promotion
   • provide support for faculty to accomplish their assigned responsibilities
   • hire and supervise all part-time personnel

3. Student, Administrative and External Relationships
   • address student needs and deal with student problems and complaints
   • assist in the process of recruiting and advising students
   • oversee development and administration of student evaluations of instruction
   • maintain a good working relationship with other department chairs, the dean, and other
     University administrators
   • represent the department externally

4. Faculty responsibilities
   • teach 4 or 5 courses per year (negotiated with the dean)
   • continue to be active in scholarship and professional activities
   • provide service to the College, University and community as appropriate

5. Other duties specific to the academic unit.