

## **Academic Procedures & Regulations: Academic Chair Duties**

### Chair Summary

- The department/division chair is the executive officer of the unit and reports to and advises the dean of the college.
- The chair provides leadership and direction in the planning, development, and delivery of academic programs and promotes excellence in teaching, scholarship, and service.
- The chair provides policy direction for the academic unit by developing, reviewing, and monitoring policy frameworks to ensure the efficient execution of the academic unit mission and goals.
- The chair networks with partners, donors/grantors, and community members to broaden the scope of service learning activities and building strategic paths for student engagement.
- The chair directs and coordinates the academic, operational, personnel, student, and selected budgetary activities of the division.
- The chair communicates needs, opportunities, and risks regarding the academic unit with the dean and other senior administrators.
- The chair also teaches courses, engages in scholarship/research, and service.

### General Responsibilities

- Manages department/division human, material, and non-personnel financial resources
- Seeks externally-funded, collaborative opportunities for the academic unit
- Supervises the establishment of unit goals and demonstrates commitment to improvement
- Leads and supports faculty and staff, including encouraging professional development
- Works with unit faculty to develop and maintain unit standards of performance
- Promotes respectful and ethical climate at all levels of the University

### Detailed List of Responsibilities

- Work with Students
  - Participates in student recruitment/retention activities
  - Meets with prospective students visiting campus in group settings or individually
  - Assists students with all types of academic & administrative questions and problems
  - Coordinates requests from employers who wish to hire students/graduates full or part-time
  - Assists students with applications for post-graduate studies
  - Rules on grade appeals
  - Coordinates ceremonial activities of the department/division

- Academics/Curriculum
  - Teaches classes
  - Conducts scholarly activities
  - Performs professional service
  - Advises students and assigns students to other advisors in the unit
  - Plans and coordinates the class schedules for the unit
  - Organizes unit committees
  - Oversees necessary curriculum and catalog changes
  - Works with faculty to explore and improve pedagogical tools for the department/division
  
- Administrative
  - Schedules and presides at faculty meetings
  - Coordinates periodic communications with alumni of the unit for the purposes of recruitment, retention, fundraising, scholarships, and internships for continued connections
  - Solicits and coordinates internships for students
  - Works with community colleges for ease of transfer for students
  - Solicits scholarships and awards
  - Coordinates the updating of department's/division's web pages on the University's website
  - Coordinates or designates supervision of work study students and graduate assistants
  - Oversees completion of Employment Action Forms (EAFs)
  - Ensures communication of important College or University information to appropriate faculty
  - Prepares the annual plan and report for the department/division
  - Prepares appropriate reports for reaccreditation of the university, college or school, department or division
  - Recruits and selects clerical and technical staff to support the unit's instructional programs
  
- Work with Faculty
  - Annually evaluates faculty
  - Coordinates recruitment of faculty in accordance with the Affirmative Action Plan and other applicable University policies or procedures
  - Assesses 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
  - Hires qualified full-time faculty and adjuncts when needed

- Evaluates tenure-track faculty on appropriate timelines for tenure and/or promotion in areas of teaching, service, and scholarship
  - Mentors new faculty regarding teaching, forms, reports, procedures, evaluations, etc.
- Budget
  - Notifies dean of increases due to promotion or tenure
  - Manages travel and other aspects of the non-personnel budget
  - States case for equity increases in salary for particular faculty members
  - States case for changes in budget categories
  - Oversees allocation of private/foundation funds
- Other duties as assigned by the dean