OM 2.4.0 Duties and Responsibilities of Academic Department Chairs

Policy Statement

As chief executive officer of the department, the chair is responsible for the proper and effective administration of the department. It is the chair’s responsibility to provide the leadership to achieve the highest possible level of excellence in teaching, research, and other professional activities. The chair shall serve as representative and spokesperson for the department, and shall seek the advice and counsel of departmental colleagues and the dean of the school as appropriate. Specifically, the chair shall:

1. Supervise the execution of school and University policies within the department;
2. Formulate and execute departmental policies and procedures;
3. Assume the initiative in the recruitment of new faculty members of the highest possible quality;
4. Establish an intellectual climate and working conditions that will encourage the professional development of members of the department;
5. Make recommendations to the appropriate dean for new appointments, reappointments, salary changes, termination, tenure, leaves of absence, and promotions;
6. Prepare the budget proposal for the department and supervise expenditure of the funds allocated to the department;
7. Arrange teaching assignments and organize the teaching program to make the most efficient use of the faculty;
8. Evaluate the educational activities of the department, formulate plans for its future development, and transmit these plans to the appropriate dean;
9. Assist officers of the administration in interpreting programs, plans, and needs of the department to appropriate outside agencies;
10. Direct an effective advisory program for all students registered as majors in the department;
11. Provide the necessary departmental cooperation in interdisciplinary, interschool, and University-wide activities;
12. Supervise the use and assignment of departmental space, facilities, equipment, and supplies;
13. Recommend appointments and supervise the work of non-academic staff of the department;
14. Notify the dean of the school whenever members of departmental faculty are unable to conduct classes because of illness or absence from the village;
15. Review periodically with the departmental faculty those University regulations that bear directly on their teaching and advising functions, with particular emphasis on academic integrity.