OM 2.4.0 Duties and Responsibilities of Academic Department Chairs

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About This Policy

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Responsible University Office: President's Office
Responsible University Administrator: President
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Policy Statement

A. Academic Department Chair - 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 department 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/institute director 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/institute director;
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 access to university space, facilities, equipment, and supplies;
13. Recommend appointments and supervise the work of staff of the department;
14. Notify the dean/institute director whenever members of faculty are unable to conduct classes because of illness or absence;
15. Review periodically with the faculty those University regulations that bear directly on their teaching and advising functions, with particular emphasis on academic integrity.

B. Academic Program Director - An academic program director is a faculty administrative position that acts in the same way as an academic department chair with similar roles and responsibilities. An academic program director oversees a degree granting program(s) but not programs solely offering certificate or minor credentials. Specific roles and responsibilities of an academic program director will be necessarily distinct in scope and/or breadth from those of department chairs depending on the School/Institute in which they serve. Each academic program director’s roles and responsibilities will be detailed within their appointment letter and so will include some, but not necessarily all, of the duties listed below.

Specifically, the academic program director shall:

1. Supervise the execution of school/institute and University policies within the academic program;
2. Formulate and execute academic program policies and procedures;
3. Support 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 academic program;
5. Make recommendations to the appropriate dean/institute director for new appointments, reappointments, salary changes, termination, tenure, leaves of absence, and promotions;
6. Prepare the budget proposal for the program and manage expenditures of the funds allocated to the academic program;
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 academic program, formulate plans for its future development, and transmit these plans to the appropriate dean/institute director;
9. Assist officers of the administration in interpreting programs, plans, and needs of the academic program to appropriate outside agencies;
10. Direct an effective advisory program for all students registered as majors in the academic program;
11. Provide the necessary programmatic cooperation in interdisciplinary, interschool, and University-wide activities;
12. Facilitate the use and access to university space, facilities, equipment, and supplies;
13. Recommend appointments and supervise the work of program staff;
14. Notify the dean/institute director of the school whenever members of departmental the program faculty are unable to conduct classes because of illness or absence from the village;
15. Review periodically with the departmental program faculty those University regulations that bear directly on their teaching and advising functions, with particular emphasis on academic integrity.
History

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