

## Department Chair Job Description

The chair provides leadership in the primary areas of faculty teaching, research, and service; enrollment and recruiting; and program development and assessment.

The responsibilities of department chairs include, but are not limited to:

- Departmental governance
- Supervision of curriculum and scheduling, including management of course enrollments
- Oversight of department budgets, facilities, and staff
- Monitoring departmental faculty matters and student matters
- Representing departmental views to other College bodies and communicating to members of the department relevant information from extra-departmental sources by attending chairs meetings and sharing information
- Arranging faculty contracts and evaluation of part-time faculty
- Oversight of departmental recruitment efforts
- Providing guidance to faculty for tenure, promotion, sabbatical leaves, etc. and coordinating annual evaluations of faculty and staff
- Providing leadership in the faculty search process
- Oversight of departmental APR process
- Cultivating a department ethos that fosters excellence, responsiveness, creativity, and mutual respect

Expectations of department chairs include:

- Timely response to student and faculty inquiries and concerns and inquiries
- Appropriate consultation with the department on matters concerning the department
- Syllabi review to ensure compliance with university policies
- Regular presence on campus for visibility and responsiveness
- Working with the Academic Advising Office for staffing at Registration and Orientation, and faculty participation in cohort advising
- Familiarity with relevant university policies and practices, including assessment and Title IX
- Cost containment where appropriate
- Regular external benchmarking for best practices
- Responsible representation of the department to external constituents

Department chairs are appointed by the Provost for a three-year term after recommendation by the Dean of the College. Department chairs may be reappointed, typically for up to 2 terms. Before the beginning of a new term of appointment, the Dean of the College will follow the process for chair selection before making a recommendation to the Provost.