

ROLE OF THE CHAIR

With concurrence of the Dean, Department Chairs are responsible for coordinating and managing their departments to achieve their missions and to accomplish their strategic plans; representing their departments at College and University levels; providing leadership; managing budgets and personnel, including evaluation of faculty for retention and promotion; and, in conjunction with faculty, determining workload assignments and course scheduling.

The Department Chair is the chief administrative officer of the academic department and reports to the Dean or, in the absence of the Dean, the Associate Dean or Dean's designee. Department Chairs are to be informed and advised by the collective expertise of their faculty and provide information from the University and the College to the faculty. The Department Chair is expected to provide effective leadership and management in the operation of the department within College and University policies and goals. The Department Chair is also expected to provide leadership to the department focused on achieving excellence in instruction and scholarship as well as equity and due process in department decision-making.