

Department chairs

1. The responsibilities of the department chair

a. General:

- 1.) Leads the department in its missions of teaching, scholarship, and service.
- 2.) Develops leadership within the department and prepares department faculty members to serve as department chair.
- 3.) Supervises and evaluates the faculty of the department in all areas.
- 4.) Convenes and chairs meetings of the department faculty.
- 5.) Develops and monitors procedures for effective advising within the department.

b. Faculty development

- 1.) Orients new faculty to the department.
- 2.) Assists department faculty in improving their teaching, developing their professional competence, and in providing resources for these purposes.
- 3.) Meets with each full-time, tenure-track and tenured faculty member not on sabbatical to discuss their progress and goals as described in their annual self-report. Such a meeting should take place each year by the first Monday of spring semester.
- 4.) Gives special assistance to new and part-time faculty members in the department.
- 5.) Leads the department in developmental mentoring faculty in a process that is crucial to their development as teachers and scholars.
 - a.) coordinates an ongoing process distinct from the evaluation process that occurs at specified points during the career of the faculty member.
 - b.) leads department in devising a well designed mentoring program and coordinates the participation of multiple parties including department members, the department chair, and the associate provost for academic affairs.
- 6.) Facilitates the development of sponsored research among the department's faculty.
- 7.) Encourages department faculty participation in College and community life.

c. Faculty evaluation

- 1.) Conducts the primary evaluation of departmental faculty.
- 2.) Leads the department in mentoring:
 - a.) provides timely information on evaluation and tenure including the department's expectations and guidelines for obtaining tenure;
 - b.) meets yearly with each pre-tenure faculty member to discuss the evaluation and tenure process as outlined in the by-laws, the faculty member's progress towards tenure, and any activities (such as the preparation of a file or administration of narrative evaluations) that will take place in the coming year.
- 3.) With the advice of all tenured members of the department, writes the letter of evaluation for the College Evaluation Committee on all cases of retention, tenure and promotion.

4.) Following the formal pre-tenure review in the third year, the department chair discusses with the faculty member the expectations for tenure as outlined in the departmental letter

d. Curriculum

- 1.) Develops and establishes the department curriculum, in consultation with the department faculty.
- 2.) Coordinates the development of the department schedule of courses with the Registrar and provost.
- 3.) Assigns teaching responsibilities to department faculty.
- 4.) Approves exceptions to departmental requirements, including, but not limited to transfer credit, advanced placement, and other means of satisfying curricular requirements.
- 5.) Reviews and approves independent study courses, internships, and other non-class credits.
- 6.) Certifies completion of major requirements for graduation candidates.
- 7.) Reviews and approves special topics courses.
- 8.) Plans, implements and monitors an effective process of course and departmental learning outcomes assessment.

e. Budget

- 1.) Initiates and justifies the department budget request based on input from department faculty.
- 2.) Monitors the department budget.
- 3.) Authorizes expenditures against the department budget.
- 4.) Coordinates inter-departmental budget concerns.
- 5.) Monitors and develops the library resources that support the department's curriculum and scholarship.
- 6.) Monitors the allocation of the annual budget for books, serials, databases, and other items purchased by the library in support of the department's curricula.

f. General administration

- 1.) Leads strategic planning within the department for teaching, facilities, curriculum, staff training and all other related department activities.
- 2.) Leads the hiring process of faculty members as appropriate
- 3.) Administers the shared resources of the department.
- 4.) Supervises clerical and staff members assigned to the department, if any.
- 5.) Coordinates work-study activity.
- 6.) Oversees maintenance of equipment and supplies for the department.

g. Information technology

Coordinates and administers the department's information technology, including making decisions regarding hardware and software, and especially the department webpage.

h. Representation

The department chair represents the department— its mission, needs, and accomplishments — throughout the College and beyond the College in the community as appropriate.

2. Appointment procedures for department chairs

The department chair must be a faculty member of the department at the time of appointment to the position. Whenever circumstances permit, this person must be either professor or associate professor and must have tenure.

a. When the office of department chair becomes vacant, the provost will convene a meeting of the full-time faculty of the department to discuss the department's needs.

1.) The provost will call for applicants. The department members may meet to discuss whom they want to apply but additional individuals may apply. When all applicants are identified, the provost will notify the department of the applicants and call for department member's comment on each candidate. These comments will be confidential and will not be shared with the candidates.

2.) The provost shall consult, on an informal basis, with the department faculty about the candidates and possible terms of service. Then the provost makes a formal nomination for department chair and discloses the length of the term agreed on. The provost then convenes a second meeting of the department faculty.

3.) Department faculty vote on the nomination. In order to be approved, the nominee must receive a number of votes that constitutes a majority of the department's full-time faculty members.

4.) If no majority is achieved, the provost can either nominate another person and repeat the approval process or appoint an acting chair of the department for a one-year term.

5.) In case a department chair becomes unable, unwilling, or is found to be unfit to serve a full term of appointment, the provost will initiate the election of a new department chair.

6.) The selection of the department chair is sufficiently important that the provost shall not delegate any part of provost's role in the selection process to anyone else.

b. Each department chair serves a term, of a length agreed upon with the provost, of 3-6 years which may be renewed by the procedure outlined above. The department chair remains on a ten-month faculty contract and may receive additional remuneration for the service as department chair and/or course release time as necessary depending on the size and /or complexity of the department.

