Roles, Tasks and Duties of a Department Chair

Department governance:
Conduct department meetings
Establish or set membership for department committees
Develop and implement long-range/short-range department goals and plans
Develop and implement department policies; implement university policies
Serve as an advocate for the department, on campus and in broader professional contexts
Delegate some responsibilities to associate chair, individuals or committees

Instruction, curriculum, and assessment:
Schedule courses for Fall and Spring semesters, and for Summer Session
Monitor department enrollment needs, contributions to Core curriculum and interdisciplinary programs, or other assignments of faculty load (e.g., advising sections, residential courses)
Conduct and prepare departmental curricular reviews
Update departmental curriculum, courses, programs including review of faculty course proposals
Oversee departmental assessment of student learning and prepare assessment/accreditation reports
Prepare and update Bulletin copy, including departmental student learning outcomes
Foster good teaching in the department

Faculty
Conduct faculty searches (tenure-line, visiting, adjunct) in accord with Faculty Recruitment Guidelines
Mentor faculty, particularly though not exclusively junior colleagues, with effort to foster each colleague’s interests and special talents
Encourage faculty development (sabbaticals, resources to support scholarly and creative activity, etc.)
Serve as head officer for scheduled reviews, in accord with the Faculty Code and departmental guidelines
Conduct review and update of departmental evaluation guidelines, as needed
Complete evaluation letters for 1st and 2nd year faculty members; conduct visiting faculty evaluations; oversee teaching quality of adjunct faculty members
Monitor faculty service contributions
Deal with concerns regarding faculty performance (e.g., first level grade complaints, student or colleague concerns about professionalism, conflict among colleagues)

Staff
Supervise support staff
Complete thorough and timely performance reviews
Encourage staff professional development

Students
Advise and counsel students, particularly new transfer students
Deal with (or counsel colleagues) regarding student performance (e.g., academic integrity concerns, classroom management issues)
Support departmental community among students, including informal or formal departmental student organizations
Nominate/support student for awards, fellowships, research or other recognitions/opportunities as may be appropriate
Budget and resources
Prepare and propose department budgets
Administer the department budget (operational, travel, capital, gift accounts as may exist)
Manage department facilities and equipment
Monitor building security and maintenance, as needed (e.g., work orders, emergency procedures)
Maintain essential department records, including student records as needed

Communication
Maintain good communication with departmental colleagues, including keeping faculty members informed of department and university plans, activities, expectations
Communicate department needs to the academic deans or leaders of other areas of the university
Process departmental correspondence and requests for information
Foster a sense of community and good morale

Resources:
Web resources for chairs, directors and deans
August chair workshop and six monthly meetings
Other workshops as may be offered by the deans’ office, human resources, or off-campus organizations
Bibliography available on request