

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