

## Chair Duties

The department has an appointed chair with the general responsibility for guiding the department toward selected goals. It is the specific responsibility of the chair to fulfill the duties and responsibilities listed below in accordance with federal and state laws and University policies and procedures.

### 1. Personnel / Supervision

- (a) provide leadership in the recruitment, appointment, and retention of faculty and staff members;
- (b) endeavor to maintain faculty morale by reducing, resolving, or preventing conflicts;
- (c) make salary recommendations for departmental faculty and staff in accordance with University and college guidelines;
- (d) initiate, in consultation with the appropriate faculty committee, recommendations for faculty appointment, reappointment, promotion, tenure, and dismissal in accordance with the university and college policy;
- (e) arrange effective and equitable distribution of faculty responsibilities, including:
  - (i) assigning instructional duties and committee assignments within the department;
  - (ii) evaluating all departmental faculty and staff members concerning the performance of their duties;
- (f) encourage and support effective teaching, scholarly activity, and professional development within the department;
- (g) build consensus through broad faculty and staff involvement in decision-making

### 2. Resource Management

- (h) successfully and equitably manage departmental resources, including the budget, in accordance with college and University guidelines;
- (i) contribute to the maintenance of physical facilities;
- (j) secure and maintain adequate supplies, materials, and equipment for the department;

### 3. Curriculum / Policy Development

- (k) work with the faculty to develop standards, curricula, and procedures, which provide adequate preparation of graduates for professional or further academic endeavors;
- (l) organize and coordinate the departmental faculty and staff in developing, implementing and evaluating short and long-range departmental goals, objectives, standards, and programs;

- (m) collaborate with faculty and staff to establish and communicate clear goals for the department and develop strategic plans (or initiatives) to help achieve the departmental, college and university goals;

#### **4. Department Leadership and Advocacy**

- (n) participate in the development of college and university policies and be responsible for their communication and implementation at the department level;
- (o) communicate the needs of the department (personnel, space, fiscal) by advocating to the appropriate administrative units;
- (p) provide leadership and resources to support diversity and inclusion initiatives
- (q) serve as an advocate for the department by effectively representing the department in the University, in the community, to appropriate external agencies, and at meetings of learned and professional societies;
- (r) lead full departmental meetings and ensure that formal agendas be sent out ahead of time and that minutes be approved at the next departmental meeting.
- (s) call all department APT Committee meetings
- (t) participate each year in Chair professional development opportunities including, but not limited to, the Chancellor's Chair Summer Institute and fall/spring semester Chair Workshops.