

DEPARTMENT/PROGRAM CHAIR RESPONSIBILITIES (11/4/14)

This statement of department/program chair responsibilities suggests which tasks must be done by the chair and which may be delegated. Delegation of responsibilities will be determined by the faculty in each department/program based on the department's particular situation (staffing, curriculum, equipment, etc.) and the departmental/program faculty's collective preferences.

You will note that this list reflects the Academic Program & Standards Committee's recommendation (following on its advising summer study group) that departments consider appointing a "Department Advising Coordinator." This is optional. Should a department follow this recommendation, the mode of appointment and length of service is up to each department to determine. The same is true of appointing a liaison with the Office of Global Education and with the Career Center, should departments choose to do so.

This list is not intended to free chairs or their delegates of the responsibility to consult with other colleagues as indicated in the *Academic Handbook*. Responsibilities which may be delegated to junior colleagues are indicated by an asterisk (*). Chairs should exercise caution not to overload junior colleagues.

	<i>RESPONSIBILITIES FOR CHAIR ONLY</i>	<i>"DELEGATABLE" RESPONSIBILITIES</i>
Personnel	All reviews of junior faculty	Non-promotion reviews for senior faculty
	Promotion reviews for senior faculty	Pre- and post-sabbatical memos for senior faculty
	Annual salary recommendations	Chairing searches for new faculty
	Recommendations on sabbaticals and leaves of absence	Mentoring new faculty
	Ensuring department course offerings are staffed	Adjunct reviews
	Requesting staffing additions (adjuncts, new lines)	
	Response to student complaints about departmental faculty (coordinate with the dean; <i>parental complaints must be referred to the dean</i>)	
Curriculum	Submitting the annual plan of course offerings	*Oversight of placement (AP, proficiency levels, etc.)
	Tracking enrollments (resolve overages, etc.)	Review and approval of transfer credit
Budget	Oversight of department expenses	
	Submission of annual budget request	
	Submission of special budget requests for P&B review	
Advising		"Department Advising Coordinator"
		Sign in new majors
		Assign majors to advisors
		Reassign majors as needed (e.g. leaves, retirements)
		Liaison with Advising Office
		Recruit student tutors
		Review requests for off-campus credit

		Liaison with Center for Global Study and Engagement (re. appropriate study abroad programs for majors; course equivalencies; identify departmental priorities in program development; coordinate proposals for visiting international scholars; advise or appoint advisors for international exchange and OSA students, etc.)
		*Representation of department at open houses, etc.
Assessment		Oversee development of department assessment plan
		Implementation of assessment plan
Other Responsibilities		*Oversee/maintain department web page
		*Advise/work with department majors committee
		*Advise national honor society (if extant)
		*Department events (speakers, annual dinner, prizes...)
		*Admissions: meet "prospectives," attend events, etc.
		*Work with library liaison
		*Career Center (internship, graduate application) contact