

# Department Chairs

Academic Deans appoint department chairs; department chairs report to the appropriate academic Dean. Chairs are normally chosen from the associate professors and professors of the various departments, although seniority is not required. Wishes of the department are considered in appointments of chairs, but these preferences are not determinative. The term/duration of the chair position is not indefinite; changes may be made without prejudice. The position of department chair requires professional leadership, excellent management skills, and substantial responsibility. Although salary and academic rank are not directly related to this position, performance in the position is taken into account in faculty evaluation. Department chairs lead departmental faculty in academic planning and in curriculum development. Chairs are expected to assume full responsibility for the results of their leadership insofar as these results affect the efficiency and the morale of their departments. Chairs are responsible for the effective teaching and faithful performance of other duties of the faculty in the department, including the teaching performance of part-time and adjunct faculty. Their duties include the following responsibilities:

- Attend to department curriculum, course quality, and academic standards;
- Advise and supervise the programs of departmental majors, minors and concentrations;
- Manage the departmental budget and the preparation of annual budget requests;
- Evaluate faculty performance and recommend tenure and changes in salary and rank;
- Recruit departmental faculty in cooperation with the appropriate Dean;
- Prepare and submit to the Registrar course schedule requests for each academic term, appropriately distributed over the available schedule periods (note that the appropriate Dean and the Registrar set the final course schedule and that classes may not be canceled by faculty without the permission of the Dean);
- Prepare announcements, such as bulletin materials;
- Ensure departmental representation in Admissions recruiting activities;
- Represent the department in meeting needs related to the academic program; and
- Attend meetings necessary to fulfill the obligations of the department chair.