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• **Duties of a Department Chair and a Director of a Graduate Program** •

A Proposal Prepared by the Joint Administration-Faculty Commission on the Faculty Manual

Department Chair

Definition

A department Chair is a faculty member with administrative responsibilities for an academic department. S/he provides leadership in academic matters and is responsible to the Dean of Undergraduate Studies. In accordance with University policies and procedures, the department Chair functions to ensure the quality of instruction, curriculum and faculty development in the department.

Eligibility for Service

To be eligible to serve as Chair an individual normally should: (a) be a tenured associate or full professor; (b) possess the terminal degree in an appropriate discipline; (c) show evidence of leadership, scholarship, and collegiality; and (d) demonstrate understanding of and commitment to the mission and character of the University and department. A record of participation in departmental operations and familiarity with departmental issues normally are expected. In the event that an insufficient number of candidates meet these criteria, other tenured, tenure-track, or term-appointed faculty may be nominated.

Length of Appointment

The length of appointment for the position of department Chair is normally three years. A department Chair is eligible to succeed him/herself.

Selection of the Chair

In October of the third year of a Chair's term, the Vice President for Academic Affairs will call for nominations of faculty to serve as department Chair for the next three-year term. The departmental vote constitutes a recommendation to the Vice President for Academic Affairs; the Vice President shall evaluate the recommendation and, if he or she approves, shall appoint the new Chair. The same process would be used to nominate a Chair when the current Chair is unable to complete a three-year appointment. If after formal consultation with the department, the VPAA determines that the Chair should come from outside the University, the standard faculty recruitment process is to be followed.

Duties and Responsibilities

The duties of the department Chair shall include, but not be limited to, those listed below. The categories are listed alphabetically, not according to importance:

ADMINISTRATION

- serve actively on the Undergraduate Council
- serve as a liaison between the members of the department and the administration on mutual concerns of the department and the administration
- make recommendations to the Vice President for Academic Affairs and to the Rank and Tenure Committee concerning promotion and/or tenure of faculty
- serve as department liaison with external accrediting agencies when relevant to the discipline
- prepare departmental plans, goals, and strategies, annual reports, Program Reviews, self-studies and accreditation reports for submission to the Vice President for Academic Affairs
- prepare a sound operating departmental budget, indicating all capital requirements for the fiscal year (July 1 to June 30), to submit this budget to the Vice President for Academic Affairs, and administer the department within the constraints of the approved budget

CURRICULUM

- consult with the full time faculty of the department in all matters related to changes in the department's curriculum and the scheduling of courses
- review and evaluate existing offerings in terms of objectives, content, prerequisites, method, and credit; collaborate with department faculty to develop new courses and programs when needed
- prepare recommendations on course offerings and submit them to the Undergraduate Council and the Faculty Assembly
- plan a regular cycle of course offerings and prepare or revise the departmental section of catalogs
- furnish copies of all undergraduate course syllabi to the Undergraduate Dean
- consult with other departments that might be impacted by a proposed department curriculum change

DEPARTMENT FACULTY

- with due attention to courses in the Undergraduate Catalog, make personnel recommendations for the department, and along with the Vice President for Academic Affairs, actively participate in recruiting faculty
- assist department faculty members in their continuing professional development and support scholarly research and/or creative projects within the department
- submit teaching reviews and faculty evaluations according to the Faculty Manual and make recommendations concerning continuing contracts of department faculty to the Vice President for Academic Affairs at the prescribed time
- submit to the Vice President for Academic Affairs the names and appropriate documentation for all part-time faculty recommended for teaching assignments and the names of full-time faculty recommended for assignments in excess of their contractual loads
- in consultation with members of the department, make recommendations regarding teaching schedules

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- hold regular departmental meetings (at least two per semester) and submit a copy of the summary/minutes of each meeting to the Vice President of Academic Affairs and the Dean of Undergraduate Studies
 - inform department faculty about decisions and developments in the Undergraduate Council

EVENTS

- ensure that the department is represented at University events, such as Admissions open houses, Fall Family Weekend, Dean's List Ceremony, and Connections

LIBRARY

- designate a faculty member to collaborate with the librarians on the collection development of the library

RESOLUTION OF CONFLICTS

- attempt informally to resolve conflicts between department faculty/students, faculty/faculty, faculty/administration, and students/administration

STUDENTS

- coordinate procedures for the recruitment, admission, retention, advising, supervision, internship and field placement, and graduation eligibility of students who are department majors
- consult with departmental faculty members to make recommendations for student honor awards
- establish and maintain a general information data base and/or file system on current department majors managed in accordance with FERPA guidelines

Evaluation of Performance

The Dean of Undergraduate Studies will undertake an annual evaluation of the Chair's performance and also give the full-time Teaching Faculty of the department a deadline for advising him/her with their own evaluation, if they wish. Department faculty will determine their own method for advising the Dean in this evaluation: for example, individual letters from department faculty sent to the Dean, a statement put together by the faculty and sent to the Dean, or a group conference with the Dean. Department faculty are not required to submit yearly evaluations. If department faculty have not submitted an evaluation, the Dean's evaluation will note this.

The Dean then sends the following to the Vice President for Academic Affairs: (1) the Dean's evaluation, together with any statement or letters that the department faculty ask to be attached to this evaluation, and (2) the Chair's signed response to the Dean's evaluation and any faculty statement or letters attached to it.

This annual process recognizes that some departmental goals are long-term, and cannot necessarily be accomplished within a single academic year.

Director of a Graduate Program

Definition

A Director of a graduate program is a faculty member with administrative responsibilities for graduate academic programs. S/he provides leadership in academic matters and is responsible to the Dean of Graduate Studies and Continuing Education. In accordance with University policies and procedures, the program Director functions to ensure the quality of instruction, curriculum and faculty development within the program.

Eligibility for Service

To be eligible to serve as Director an individual normally should: (a) be an associate or full professor, tenured or on tenure track; (b) possess the terminal degree in an appropriate discipline; (c) show evidence of leadership, scholarship, and collegiality; and (d) demonstrate understanding of and commitment to the mission and character of the University and graduate program. In the event that an insufficient number of candidates meet these criteria, other faculty within the discipline may be appointed.

Length of Appointment

The length of appointment for the position of the program Director is normally three academic years, with reappointment at the discretion of the Vice President for Academic Affairs.

Selection of the Director

In October of the third year of a Director's term, the Vice President for Academic Affairs will call for nominations of faculty to serve as the program Director for the next three-year term. The program's full-time faculty vote constitutes a recommendation to the Vice President for Academic Affairs; the Vice President shall evaluate the recommendation and, if he or she approves, shall appoint the new Director. The same process would be used to nominate a Director when the current Director is unable to complete a three-year appointment. If after formal consultation with the program faculty, the VPAA determines that the Director should come from outside the University, the standard faculty recruitment process is to be followed.

Duties and Responsibilities

The duties of the Director of a graduate program shall include, but not be limited to, those listed below. The categories are listed alphabetically, not according to importance:

ADMINISTRATION

- provide leadership for program development and refinement
- in collaboration with the Office of Graduate Studies and Continuing Education, develop and implement plans for student recruitment
- follow-up on student inquiries
- review applications for recommendations related to acceptance
- assist in the development of program advertisements and materials for publication
- participate in information sessions and graduate fairs, when needed
- serve actively on the Graduate Council
- serve as a liaison between faculty members of the program and the administration on mutual concerns of the program faculty and the administration
- make recommendations to the Vice President for Academic Affairs and to the Rank and Tenure Committee concerning promotion and/or tenure of faculty within the graduate program
- serve as the program's liaison with external accrediting agencies relevant to the discipline
- For programs with advisory councils, to provide appropriate leadership to the council
- prepare program plans, goals, and strategies, annual reports, Program Reviews, self-studies and accreditation reports for submission to the Vice President for Academic Affairs
- prepare a sound operating program budget, indicating all capital requirements for the fiscal year (July 1 to June 30), submit this budget to the Vice President for Academic Affairs, and administer the program within the constraints of the approved budget

CURRICULUM

- consult with the full-time faculty of the program in all matters related to changes in the program's curriculum and the scheduling of courses
- review and evaluate existing programs in terms of objectives, content, prerequisites, method, and credit; collaborate with program faculty to develop new courses and programs when needed
- prepare recommendations on course offerings and submit them to the Graduate Council and the Faculty Assembly
- plan a regular cycle of course offerings and prepare or revise the program section of catalogs, schedule booklets and online course schedules
- furnish copies of all graduate course syllabi to the Dean of Graduate Studies and Continuing Education
- consult with undergraduate departments and other graduate programs that might be impacted by a proposed program curriculum change

PROGRAM FACULTY

- With due attention to courses in the Graduate Catalog, make personnel recommendations for the program, and along with the Vice President for Academic Affairs actively participate in recruiting faculty
- assist program faculty in their continuing professional development and support scholarly research and/or creative projects within the program
- submit teaching reviews and faculty evaluations according to the Faculty Manual and make recommendations concerning continuing contracts of program faculty to the Vice President for Academic Affairs at the prescribed time
- submit to the Vice President for Academic Affairs the names and appropriate documentation for all part-time faculty recommended for teaching assignments and the names of full-time faculty recommended for assignments in excess of their contractual loads
- in consultation with the Dean of Graduate Studies and Continuing Education, make recommendations regarding teaching schedules
- submit a copy of the summary of program faculty meetings to the Vice President for Academic Affairs and the Dean of Graduate Studies. All programs should hold at least one program faculty meeting per semester during the academic year
- inform program faculty about decisions and developments in the Graduate Council

EVENTS

- ensure that the program is represented at graduate-related University and community events

LIBRARY

- serve as the faculty member to collaborate with the librarians on the collection development of the library

RESOLUTION OF CONFLICTS

- attempt informally to resolve conflicts between program faculty/students, faculty/faculty, faculty/administration, and students/administration

STUDENTS

- coordinate procedures for the recruitment, admission, retention, advising, and graduation eligibility of students within the program
- review and approve File-for Degree forms
- assure compliance with FERPA guidelines

Evaluation of Performance

The Dean of Graduate Studies will undertake an annual evaluation of the Director's performance and also give the full-time Teaching Faculty of the program a deadline for advising him/her with their own evaluation, if they wish. Program faculty will determine their own method for advising the Dean in this evaluation: for example, individual letters from program faculty sent to the Dean, a statement put together by the faculty and sent to

the Dean, or a group conference with the Dean. Program faculty are not required to submit yearly evaluations. If program faculty have not submitted an evaluation, the Dean's evaluation will note this.

The Dean then sends the following to the Vice President for Academic Affairs: (1) the Dean's evaluation, together with any statement or letters that the program faculty ask to be attached to this evaluation, and (2) the Director's signed response to the Dean's evaluation and any faculty statement or letters attached to it.

This annual process recognizes that some program goals are long-term, and cannot necessarily be accomplished within a single academic year.