

Responsibilities for Department Chairs and Program Coordinators

(Based upon the *Faculty Manual*, Section 6.1)

Assessment activities

- Responsible for Annual Departmental Assessment Report

Academic scheduling:

- Updating of three-year plans/department course allocations (plans updated every fall semester based on enrollment trends)
- Scheduling of courses with the Office of Academic Affairs, this involves submitting a schedule and subsequent proofing/follow-up
- Supervision of faculty loads for members of the department in coordination with the Office of Academic Affairs
- Schedule maintenance and subsequent follow-up with the Registrar's Office
- Basic timeline:
 - We schedule early fall for following fall and early spring for following spring. Summer is *supposed* to be scheduled simultaneously along with the spring.

Advising planning and guidance:

- Line-up departmental advisors for each semester's new student orientation/registration in advance
- Coordinate, and where necessary set guidelines for, advisor/advisee distribution
- Work with Academic Advising and Academic Affairs on assessment of advising for your program
- Ensure that your department's advisors are being supervised properly (liaising with the Advising Center)

Council of Chairs meetings or Program Coordinator meetings:

- Full attendance is required for these meetings; you are expected to come to the meetings prepared for the subject(s) to be discussed

Department administration:

- Responsible for organizing departmental meetings and publication of minutes. Note: a minimum of 2 meetings per semester are required. During periods of heavy curricular development, additional meetings may be required
- Management of departmental submissions to the Curriculum Committee or graduate review board, following published guidelines
- Main point of contact for troubleshooting problems between:
 - students and professors
 - administration and professors
- Academic Integrity and grade challenge work
- Approvals: permission to enroll, over-enroll, internships, directed studies, senior projects, substitutions, waivers and external course approvals (study abroad)
- Department Honors reporting for graduation

Supervision of faculty:

- Help onboard and mentor new CDI and CDD faculty (for example, the ordering of books, developing syllabi, understanding expectations and grading, working with Academic Affairs to arrange for office space, performing class visits)
- Finding CDD faculty and vetting them to then present to Academic Affairs.
- Overseeing the evaluation of new faculty within the department within the first semester
- Encourage faculty to development in pedagogy, advising, and research
- Ensure faculty in the department are scheduled to load
- Responsible for recommendations when required for the Committee on Faculty Rank and Promotion.
- Coordinating/communicating faculty policies and procedures from administration back to department
- Coordinate, discuss, and sign off of Faculty Activity Report (FAR) prior to submission to Provost

Recruitment:

- Organize and chair committee (unless an alternate chair is named) to select new faculty, schedule interviews and classes. Liaise with HR and Academic Affairs

Website:

- Responsible for working with Academic Affairs and the Office of Communications to ensure that departmental content is accurate and up to date.
- Notify the Communications Department about student and faculty publications, activities, and events that would be of interest beyond the campus.