

Guidelines on Department Chair Administrative Roles and Responsibilities

Role of the Department Chair

The Chair, as departmental leader, liaison, and advocate, is a faculty member within an academic department who acts as supervisor for that academic department and as liaison between the academic department and the college and university administration. The Chair is the representative and advocate of the academic department's faculty, staff, and students, communicating information from administration to faculty and from faculty to administration. The Chair works in close coordination with and under the supervision of the Dean to achieve the strategic goals and vision for the Department and college. Other duties may be assigned by Deans based on strategic priorities of the College and University.

The Chair, with support and mentorship from the Dean, and as appropriate to the context of the particular academic department, fulfills a variety of duties and responsibilities; the following non-exclusive list provides a guideline for a Chair's duties and responsibilities.

Some of the following duties may be delegated to department faculty and staff, including program directors, scheduling coordinators, assessment coordinators, curriculum coordinators, office managers, and others as appropriate. Responsibility remains with the Chair to see these are accomplished.

Leadership

1. Lead the academic and professional mission of the department through academic, \ disciplinary and service activities including engagement of key constituencies outside the university. This may also include teaching responsibilities in consultation with the dean.
2. Create and facilitate the implementation of a strategic mission and vision for the department, seeking to recruit a diverse student body, elevate student success through increasing student retention and graduation, enhance departmental revenue and opportunities through successful partnerships, contain cost effectively, and build the brand recognition of the department, college and university
3. Develop and review 5-year and annual departmental strategic plans, with input from the Dean, faculty and relevant constituencies, that are consistent with the college and University strategic plans.
4. Actively participate in the dean's leadership team and conversely, serve as the dean's representative in the daily operations of the department.
5. Arrange for mentorship of new and junior faculty, and reward mentorship of new faculty in annual performance evaluations of department faculty, thereby cultivating a collaborative departmental culture.
6. Encourage new program development and periodic review of existing programs.
7. Advocate for the department's resource needs, be they personnel, resources or other priorities. When appropriate, request and provide justification for requests for new

faculty, staff and equipment, resources, curricula, etc.

8. Develop strategies to identify, interview, and make recommendations concerning strategic new faculty hires by shaping the department's job description, assisting with the creation and functioning of a faculty search committee, and preparing a recommendation for hiring a candidate.
9. Encourage and guide faculty to stay active and current in effective pedagogical practices, and outward facing, creative scholarly activities.
10. Work closely with departmental personnel to ensure that specific duties necessary for the effective operation of the department are assigned and completed.
11. Make timely and thoughtful recommendations regarding promotion in rank, application for tenure, and renewal of contracts of departmental faculty members, consistent with university policies and procedures.
12. Coordinate any documentation requested from the Dean concerning Promotion and Tenure.
13. Serve on Academic Council.

Academic Planning & Assessment

1. Ensure that clear consistent course goals and objectives are established by the department for all campuses; that department programs are designed to achieve these ends; and that goals, objectives and programs are periodically evaluated to guarantee that they are suited to the needs of major and non-major students.
2. Develop a year-long schedule of classes for the department, with particular attention to past class enrollment numbers, faculty load, the strategic offering of electives, and respect for departmental needs and the needs of other impacted departments.
3. Recognize teaching needs in a timely fashion and oversee the identification, interviewing and recommendation of tenure-track (professorial) faculty, professional-track as well as non-tenure track hires (to include adjunct faculty, instructors and lecturers).
4. Ensure the revision and evaluation of courses, sequences, and programs is completed in a timely fashion
5. Coordinate assessment of student learning outcomes (including use of results and preparation of associated reports), and ensure that department meets requirements of external reviews and accrediting agencies (when relevant).
6. Review requests for exceptions to program requirements and provide appropriate documentation to the Dean's and Registrar's Office.
7. Ensure timely submission of documents to the appropriate office, including course syllabi to the Dean's office and textbook and other related course-

material lists to the Bookstore and others as needed.

8. Review, as necessary, other institutions' courses for transfer equivalence.
9. Provide an updated list of faculty and staff CV to the college annually, as directed by the dean.

Budget Planning & Administration

1. Manage the department's resources in consultation with the dean, IR and Budget Offices, recognizing that revenue generation and effective cost control are necessary elements for the department's viability and success.
2. Formulate long-range department budget projections consistent with the department's strategic plan. These budget projections should be made after consultation with the department and the Dean, and the projections should indicate how resources will be allocated to achieve department goals and objectives.
3. Prepare proposals for the annual departmental budget and submit such proposals to the Dean. Ensure requested budget elements match departmental needs and plans.
4. Allocate and administer the departmental budget, authorize valid expenditures within this budget, maintain current records on department expenditures, and disseminate full information on budget and expenditures to members of the department.

Faculty & Student Development

1. Foster a departmental culture of civility, collegiality, and respect for diversity.
2. Review departmental faculty objective plans (FOPs) and annual performance evaluations (APEs) annually; submit review to the Dean and feedback to faculty.
3. Give thoughtful review and comments to faculty in areas which encourage pedagogical improvement and professional development, including Sabbatical Leave applications, and other internally funded activities. Encourage faculty to engage students in research and other experiential learning activities.
4. Proactively meet and engage with students enrolled in departmental degree programs in a variety of venues.
5. Review student course evaluations carefully and, after distribution to faculty, ensure that faculty receive appropriate Chair feedback.
6. Provide departmental support for faculty to engage students in research and other experiential learning activities and for students to participate in faculty research.
7. Ensure that students are referred to the appropriate support office on campus for any issues they may face, including academic problems, adjustment problems, attendance problems, behavioral issues, disability/accommodation issues, health-related issues, language problems, legal problems, psychological problems, roommate problems, substance abuse suspected, alleged sexual abuse, alleged harassment, alleged

discrimination, or other problems.

Recruitment

1. Monitor student enrollment numbers and work proactively with IR and Strategic Enrollment Management to extend, expand and ensure departmental participation in recruitment efforts appropriate to the program.
2. Engage with high schools and community colleges through appropriate channels and personnel to encourage matriculation and transfer to Oregon Tech.
3. Participate in and encourage faculty involvement in recruitment events either on or off campus.
4. Work closely with the Dean and the Advancement Office on any activities that involve or have the potential to involve fundraising activities.

External Engagement

1. Develop and expand ties and relationships with appropriate partners (incl. industry, Office for Sponsored Projects, community organizations, etc.) in order to increase opportunities for faculty professional development, student professional experiences and employment opportunities, and equipment donations.
2. Develop and expand fundraising activities by partnering with the Oregon Tech Foundation (OTF) to encourage alumni visits to campus, and mentoring faculty to participate as appropriate.
3. Strengthen the participation of alumni and industry on advisory boards, in student-focused events, and in other Oregon Tech events.
4. Develop and expand engagement with other academic institutions for student recruitment, faculty collaborations in pedagogy and creative works, and other opportunities to advance Oregon Tech's mission.

Communication

1. Schedule, prepare an agenda for, and preside over all departmental meetings during the academic year.
2. Distribute the minutes of all department meetings to the faculty of the department and to the Deans of the college.
3. Acquaint new faculty/advisors and research/lab assistants with departmental, College, and University regulations and procedures.
4. Review and update departmental website, coordinating with College and University efforts.