

## **Humboldt State University Responsibilities of Department Chairs**

The department chair or program leader is the key on-line administrator within the total structure of the college academic administration at Humboldt State University. It is at the level of the department chair where academic-administrative policy of the university is implemented and where feedback is generated to college and university levels that will determine whether a given policy is continued, modified, or abandoned. Department chairs are not usually “administrators” as defined by the faculty collective bargaining agreement, but the general functions and responsibilities of the position remain the same. In the following description, the tasks within each department of a more clerical nature are not cited, although most chairs may be required to perform many of them.

The functions identified are those assigned to all department chairs at HSU. In all cases, whether as a defined “administrator” or not, the chair needs to consult extensively with the members of the unit to assure that the best thinking of the department has been brought to bear on the issues, but must also be prepared to make his or her own personal best judgment on each matter.

- I. College Responsibilities
  - A. Implement university and college policy.
  - B. Advise the dean on matters of college policy and the position that should be taken by the college on issues of major importance to the university.
  - C. Advise the dean about the appropriate distribution of personnel and other resources among the various programs/departments in the college.
  - D. Advise the dean about the appropriate priority order for requests for construction projects, equipment purchases, etc., submitted by the dean to the university, system or private granting agencies.
  - E. Seek and receive approval of proposed departmental policies from the dean.
  
- II. Department Responsibilities
  - A. General Responsibilities
    1. Present the needs of the department cogently and forcefully to the dean and to other department chairs/program leaders.

2. Implement university, college and departmental policies and ensure necessary consultation with departmental members and/or committees. (Almost all of the following functions are performed concurrently with appropriate faculty committees and/or after consultation with department faculty and staff.)

B. Personnel Resources

1. Recommend appointments of full- and part-time faculty and full- and part-time support staff to positions in the department.
  - a. Prepare vacancy announcements.
  - b. Evaluate candidates.
  - c. Recommend appointments, including submitting appropriate reports and forms for appointment that review the candidates' background and experience.
2. Orient new faculty and staff to the curriculum, programs and processes of the department.
3. Evaluate faculty/staff performance and encourage faculty/staff development.
4. Recommend retention, promotion or termination of faculty and staff members in the department.
5. Assign faculty and staff work load.
6. Assist in the resolution of faculty and staff interpersonal relationship problems.

C. Support Resources

1. Approve expenditures of operating expense and temporary help money, and any other resources allocated to the department.
2. Ensure proper accountability for money, supplies, and equipment entrusted to the department.

D. Curriculum

1. Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the department, the general college and university goals, with particular emphasis upon how these affect individual faculty members' assignments.

2. Initiate and/or recommend proposed changes in departmental curriculum.
3. Initiate and/or supervise periodic review of the departmental curriculum.
4. Assist the Office of Extended Education in initiating and/or conducting courses and programs consistent with departmental and institutional goals.

E. Student/Community Relations

1. Participate in and/or facilitate the participation of others in departmental and in college student recruitment and retention efforts.
2. Assist directly and indirectly in communicating to prospective and to enrolled students the departmental academic goals, offerings, and requirements.
3. Assist in the resolution of faculty/staff and student interpersonal relationship problems.
4. Represent the department in matters of community relations as appropriate.

F. Administration

1. Inform the dean concerning needs for faculty, staff, supplies, equipment and other physical and personnel needs of the unit.
2. Prepare and administer the department's budget.
3. Supervise the instructional program of the department, including preparing class schedules, making teaching assignments, assigning instructors, and assigning individual departmental responsibilities beyond teaching to appropriate faculty.
4. Supervise assigned administrative, clerical and technical staff.
5. Recommend action to the dean on student petitions for waiver of college and departmental regulations.
6. Approve requests for vacation, time off, and sick leave.
7. Chair faculty meetings and committee meetings consistent with approved department policies.
8. Other departmental responsibilities as the dean may assign.

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