

College of Liberal Arts and Sciences Department Chair Responsibilities

The chair is responsible for leading in the delivery of the programs of the department in accord with its and the institution's goals. He or she seeks to encourage high-quality teaching and learning and supports scholarly achievement and institutional service by all department members. Towards these ends the chair obtains and allocates resources for the department and creates an environment in which faculty, staff and students may develop intellectually and work productively together. The chair both advocates for the department and leads it in meeting its institutional obligations. Specific duties include:

Finance

- **Present annual departmental budget recommendations for part-time faculty and OTPS to the dean, developed in consultation with the department at meetings open to the entire faculty.**
- **Administer department budget, insuring that all departmental business is conducted within the guidelines set forth by the State of New York.**
- **Prepare departmental requests for other sources of funding as needed.**
- **Seek support for colleagues' professional development, research and teaching needs.**

Personnel

- **Supervise department secretary.**
- **Lead in recruitment of full-time tenure-track faculty, and assure timely completion of the appointment process.**
- **Recruit, interview and initiate appointment of part-time faculty. Insure appropriate orientation, oversight, evaluation, and mentoring of part-time faculty.**
- **Oversee appointment and supervision of departmental student employees.**
- **Make recommendations to the dean and appropriate committees in accordance with the criteria of the Board of Trustees on reappointment, promotion, discretionary salary increases, sabbatical leaves, leaves without pay and on issues relating to tenure of department faculty and professional staff.**

- **Insure appropriate mentoring for tenure-track faculty and professional staff, including observation of instruction with appropriate feedback.**
- **Counsel junior faculty on career development, making them aware of professional opportunities within and outside the institution.**
- **Work with faculty and the Office of Graduate Studies to shape and sustain a strong Teaching Assistant and Graduate Assistant program.**

Academic

- **Guide the department on program development and review, ensuring that faculty members are involved in on-going program self-study.**
- **Promote continuing improvement of instruction by leading the development and implementation of a plan for assessment and periodic review.**
- **Lead department in moving curricular changes through the faculty approval process.**
- **Assure that pre-majors and majors are appropriately advised.**
- **Draft fall, spring and summer schedules to deliver the department's programs effectively and to make the most efficient use of instructional resources, for review by the dean's office.**
- **Insure that all scheduled classes are appropriately covered.**
- **Approve major plans for graduation.**
- **Review articulation agreements and otherwise consult with disciplinary colleagues in community colleges.**
- **Maintain communication with national accreditation organizations and ensure that 5-year or 10-year self-studies, external evaluations, and follow-up responses are conducted in a professional and timely manner.**
- **Work with faculty, student organizations, and the dean's office to help organize public events and programs that are attended by faculty, staff and the public.**
- **If appropriate to the unit, supervise the management of special instructional facilities, e.g. laboratories, including the implementation of health and safety policies, and the development of policies and protocols for student access to facilities on weekends and evenings.**

Administrative

- **Schedule and chair meetings to conduct department business. Insure that minutes are prepared, approved and distributed.**
- **Collect annual reports from the faculty; prepare the department's annual report. Forward reports to dean for inclusion in the unit annual report.**
- **Implement a plan for coverage by faculty and staff of events and activities, for example, Convocation, Commencement, Open House, Homecoming, transfer advising.**
- **Coordinate departmental efforts to seek and/or maintain appropriate disciplinary accreditation.**
- **Act as first point of appeal for students and faculty with complaints and/or academic issues to discuss.**
- **Maintain website.**
- **Represent the department's interests to the appropriate dean.**
- **Attend the College's Department Chairs meetings.**
- **Assure that the department is represented on the Liberal Arts and Sciences Senate.**