

ACADEMIC LEADERSHIP AND OVERSIGHT

Academic leadership and integrity; academic oversight of programs and curricula

- Regularly reviews curriculum for currency and establishes a departmental structure to develop and implement changes
- Encourages faculty fulfillment of professional responsibilities

Faculty/staff governance, including the process of work assignment; developing the academic schedule

- Establishes a committee structure to carry out the work of the department
- Makes sure required committees are in place by contractual deadlines
- Develops the academic schedule in consultation with colleagues

Research and creative activity

- Encourages faculty research and creative activity
- Attempts to acquire space, equipment, and software necessary to accomplish research
- Works to ensure that library holdings are current in relevant areas of research
- Distributes information about professional grant opportunities

College and university committees

- Provides representation (self or others) on college and university committees

Student advisement

- Ensures that students are advised
- Appoints student advisors
- Encourages a culture in which faculty consider student advisement important
- Handles student grievances

Reporting to accrediting agencies, state mandates, university committees and entities

- Makes sure the required reports are done correctly and on time

Communication to and from department members (internal)

- Distributes all information received from the dean and central administration
- Communicates other important information to and among department members

PERSONNEL LEADERSHIP AND OVERSIGHT

- Initiates and supervises the hiring process for new faculty, participating as appropriate, and hires adjunct faculty and staff.
- Initiates the work of the recontracting and tenure and promotion committees and participates according to departmental policy and contractual agreements.
- Makes teaching, committee and administrative assignments according to the strengths of faculty and staff.

- Keeps abreast of the work of faculty and staff and makes recommendations for improvement or changes when necessary.
- Encourages and facilitates faculty development and participation in conferences and professional meetings.
- Facilitates mentoring for new faculty and staff to orient them to departmental and university procedures and to encourage their development as productive members of the department and university.
- Builds morale and encourages faculty participation.
- Facilitates the mediation, resolution and prevention of conflict among faculty, staff and students, following established department and university procedures when appropriate.
- Keeps faculty and staff informed of department and university wide activities and expectations.
- Ensures that time sheets and attendance records of departmental faculty and staff are completed accurately.
- Supervises, evaluates and oversees clerical staff and their responsibilities within the department in accordance with departmental/university wide policies and procedures.

FISCAL AND FACILITIES RESPONSIBILITIES

Fiscal

- Prepares the annual department budget(s) (non-salary and revenue generating)
- Oversees orders for equipment and supplies
- Coordinates special purchase items through respective offices on campus (Instructional Technology, Dean's office, etc.).
- Monitors all department budgets, purchase orders, etc. on a periodic basis.
- Participates in department/university budgetary process (and decisions pertaining to departmental expenditures).

Facilities

- Monitors the working environment for faculty, staff and students and informs the appropriate office/personnel when problems arise.
- Assigns office space in consultation with department members and consistent with departmental policy
 - lighting
 - cleanliness
 - safety
 - security
 - temperature and air quality
- Coordinates the use of department facilities as requested by groups external to the department such as
 - conference rooms
 - gymnasias
 - laboratories
 - libraries
 - lecture halls
 - performance space
- Cooperates with other departments and groups requesting the use of department facilities

ADVOCACY and PUBLIC AND PROFESSIONAL RELATIONS, LEADERSHIP AND OVERSIGHT

Relationship of department to college, university, and outside regional professional communities

- Represents department on college chairpersons' committee
- Provides department representation on college planning committees
- Provides department representation at professional group meetings
- Responds to requests for information about department

Public relations: recruitment/marketing; parental concerns; ceremonial representation

- Department advocate/lobbyist
- Advocates for department needs with Dean and others
- Testifies at hearings/meetings