

Academic and Department Chairperson Responsibilities

Job Description

Job Title: Academic Department Chair

Job Code:

DEPARTMENT ASSIGNED:

FLSA:

This job description is to be used as a guide for accomplishing Columbus State University objectives and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all encompassing list of duties. Responsibilities will vary by department and may be delegated, as appropriate. The primary functions and responsibilities for each department chair will be determined in negotiation with the Dean of the respective college.

Position Summary

As the chief administrative and academic officer of the department, the Chair has authority and responsibility for the delivery of academic programs in accordance with departmental, college and university strategic plans; hiring and evaluation of department personnel, to include faculty and staff; and budgeting and resource management. This authority is subject to approval by the Dean and the Provost. As a member of the College administration, the Chair coordinates departmental activity with the activities of other units in the College and the University and, in collaboration with other members of the administration, assists in the development and implementation of College initiatives. This position will report to the Dean of the respective college or the Dean's determined designee.

Significant Duties and Responsibilities

The Department Chair is responsible, either directly or by delegation, for the following duties.

Department Leadership

- Work with faculty, students, and staff to establish and maintain a long term vision for the department that is consistent with the departmental, college, and university missions
- Assess department's progress in meeting department goals
- Make recommendations regarding departmental programs, policies, procedures, and practices
- Insure departmental compliance with College, University, System and State rules and regulations
- Coordinate departmental participation in Scholastic Honors Convocation

Department Curriculum

- Coordinate the development of classes from conceptualization to approval by college and university curriculum committees
- Complete scheduled comprehensive program reviews in accordance with USG regulations
- Complete Program Assessment and assessment of courses offered in the core
- Communicate and collaborate with program coordinators as appropriate
- Communicate and collaborate with other entities across campus regarding the curriculum (University Curriculum Committee, Provost/VPAA office, Academic Standards Committee, Graduate Council)

- Coordinate the submission of reports required by accreditation and sanctioning agencies including the Southern Association for the Accreditation of Colleges and Schools (SACS), Board of Regents (BOR), professional accreditation organizations, Level 3 Strategic Planning, Major Field Assessment
- Initiate new academic programs and projects when appropriate

Department Operations

- Manage daily operations of the department
- Develop and submit class schedules
- Review and revise the university catalog regarding matters related to departmental requirements and schedules
- Monitor course registrations and make appropriate adjustments in course schedules and instructor assignments in cooperation with the Dean's Office
- Review and approve/deny grade change requests
- Coordinate implementation of academic policies and regulations
- Communicate departmental activities and concerns to the Dean's Office and to the larger campus
- Communicate university and college activities and concerns to the departmental membership
- Communicate policies of state agencies (Board of Regents) regarding academic policy matters, legislation, regulations and requirements to department

Budgeting

- Manage resources for the advancement of departmental and program vision and mission
- Develop and regularly monitor the budget for department
- Review and approve requests for funding for departmental projects
- Review and approve departmental expenditures in compliance with college, university, and state fiscal practices

Personnel

- Administer the hiring and recruitment of full time and part time faculty
- Evaluate full time and part time faculty, to include conducting Annual Performance Reviews
- As part of the Annual Review process, guide faculty in the construction of a professional development plan (PDP) outlining goals in teaching, scholarship, and service
- Evaluate all promotion, tenure, and post-tenure applications
- Review and recommend, as appropriate, department faculty development awards and grants to the Dean
- Coordinate and approve faculty travel and reimbursement of travel expenses
- Recommend compensation increases, as appropriate, for department personnel based on evaluation and contribution to department, college, university, and community in the areas of teaching, scholarship, and service
- Serve as appropriate in appeals process regarding faculty and staff grievances
- Supervise student personnel
- Recruit, appoint, supervise and evaluate staff members
- Coordinate course load scheduling to include flexible scheduling to meet the demands of the program while also facilitating faculty research and writing opportunities
- Cooperate with Human Resources on faculty and staff issues related to claims of harassment, requests for Family Medical Leave, disability and illness, and other similar issues

Students

- Coordinate recruiting of students in department programs
- Coordinate student advisement and review of degree progress documents
- Evaluate student transfer credit
- Review student appeals
- Meet with students, as appropriate, regarding concerns about classes, faculty, and policies

- Cooperate with the Center for Accommodation and Access on issues related to accommodations with the students
- Review and recommend requests and applications for student travel
- Coordinate departmental/program recruitment/retention activities with faculty and Admissions staff
- Coordinate departmental participation in Visitation Days
- Coordinate departmental participation in orientation/registration of new students
- Review and approve/deny course override requests
- Review and approve/deny requests for transient credit

Management and Department Recordkeeping:

- Supervise the maintenance of departmental records
- Ensure that departmental documents and websites are regularly updated

Meetings

- Schedule and text-ig department meetings
- Participate in College Level Executive Administrative Council
- Serve on departmental, college, and university committees
- Serve on the Chairs' Assembly

Faculty Responsibilities

- Teach at least two classes per semester and one course each summer, as appropriate for the size and scope of the department
- Participate in research and scholarly activities in the discipline
- Participate and assist department faculty in university and community service activities as appropriate

Knowledge, Skills, Abilities

Must have knowledge of programs within department in terms of requirements, policy, procedure, operation, and management; accreditation requirements generally and specifically those that apply to the Southern Association for the Accreditation of Colleges and Schools (SACS). Should have documented performance in the areas of teaching, scholarship, and service.

Minimum Education and Experience

The minimum qualifications include an earned doctorate or its equivalent in training, ability, and/or experience; evidence of research in field; tenure; the rank of associate professor or higher; a record of leadership experience within the profession or the university; evidence of successful teaching in higher education; and excellent communication and human relation skills. Preferred experience will include success in administration of programs in higher education to include strategic planning, budgeting, operations, and collaboration with colleagues.