

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
- Serve as a liaison between the department and other units of the institution
- Insure departmental compliance with College, University, System, and State rules and regulations

Department Curriculum

- Oversee curriculum development and revisions for the department
- Review and assess academic programs offered by the department
- Assess general education outcomes in core courses taught within the department
- Initiate new academic programs and projects when appropriate

Department Operations

- Manage course schedules that serve program and student needs
- Manage course registrations and instructor assignments
- Oversee the department's fiscal operations; develop and regularly monitor the department budget
- Review and revise department information published in the university catalog

- Manage the maintenance of departmental print and electronic records, including websites

Personnel

- Recruit, appoint, and supervise faculty
- Evaluate faculty and staff performance
- Support and oversee the overall development of the department faculty and staff
- Recruit, appoint, and supervise department staff and student assistants
- Review faculty and staff grievances within the department

Students

- Recruit and retain students in the department's programs
- Coordinate student advising and reviews of degree progress
- Evaluate student transfer credit
- Review student academic appeals and grievances

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 Experience and Education

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.