

DEPARTMENTAL CHAIRS

I. The Role of the Chair

- A. The Department Chair is at once an administrator and a member of the faculty. As an administrator, the Chair shall:
1. recommend to the Dean the appointment with initial rank, reappointment, promotion, and tenure of the department faculty in concert and cooperation with department faculty;
 2. recommend initial compensation level, and subsequent adjustments of compensation for the department faculty;
 3. help the department faculty achieve high levels of professional competence and scholarship;
 4. maintain department faculty personnel records;
 5. be responsible for administrative details of the department (e.g., scheduling, registration, advising, grading, reports, budget, equipment, recommending books for the Library, ordering departmental texts, informing the faculty of University regulations and official notices, supervising clerical, secretarial, and support staff).
- B. Moreover, as a professional and the representative of a particular academic discipline, the

department course offerings and major and minor programs, and recommendations for the initiation of new courses and programs when advisable.

- C. It is the responsibility of a Chair to consult with his/her staff in all major decisions which affect the department, since in well run departments the Chair supports and is supported by the department.

II. Methods for Appointing or Reappointing the Chair

- A. In the beginning of the third year of the Chair's term, the dean of the school or college shall consult with the present Chair and with all of the other full-time members of a department when appropriate, the dean shall also confer with other chairs within the

IV. Should the department choose to adopt a procedure other than the procedure established above, the department will first meet with the dean to explore with him/her the procedure it contemplates. The standard by which the department will determine upon a procedure will be the protection of both the department's rights to consultation and the dean's rights to choose after having received the advice of the department members, while advancing the harmony and other best interest of the department, the school and the University. After the adopted procedure for recommendation of candidates by department members has been completed,