Department Chairs and Program Leaders’ Expectations

1) Manage the department or program budget
   a) Contact the dean if you encounter unexpected expenses.

2) Manage the curriculum, including course offerings, staffing, scheduling, and academic program assessment and development.
   a) Ensure that faculty and instructional staff are meeting students’ academic needs.

3) Supervise the department or program faculty and staff.
   a) Take an active role in hiring new faculty.
   b) Mentor junior faculty preparing for tenure and promotion.
   c) Fairly distribute workload assignments.
   d) Participate in annual review and evaluation processes, including developing a process for classroom evaluations by peers and monitoring student evaluations of teaching.
   e) Hire and mentor adjunct faculty as needed.
   f) Be aware of staff members’ job descriptions and manage their workload assignments.

4) Be available to help department or program faculty and staff solve problems.
   a) Understand institutional policies and how to implement them.
   b) Serve as the department or program appeal person and mediator for student issues.

5) Set a positive and collaborative tone for the department climate.
   a) Provide conflict mediation or request assistance from the dean when necessary.

6) Communicate effectively within the department or program faculty and between the department or program and the dean.
   a) Establish regular communication methods, such as email lists and department or program meetings.

7) Take an active role in student recruitment and retention.
   a) Participate in recruiting events sponsored by Admissions, or send a department or program representative.
   b) Work with department or program colleagues to develop student retention plans.

8) Develop a system to stay in contact with your graduates.
   a) Collaborate with the Director of Alumni Relations for additional assistance.

9) Develop and maintain a department web page.
   a) Obtain assistance from the institutional web designers and social media coordinator when necessary.

10) Perform other duties as assigned by the dean.