

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.