

**Section:** 6.5.3

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#### ROLE AND RESPONSIBILITIES OF DEPARTMENT CHAIRS

### A. Purpose

The purpose of this policy is to describe the role and responsibilities of department chairs.

# B. Persons Affected

This policy applies to department chairs.

### C. Policy

The policy of The University of Texas-Pan American is that the period of assignment for academic department chairs coincides with the academic year, September 1 through May 31. Academic deans may require department chairs to be "on duty" for an adequate period of time to conduct pre-semester duties before the semester starts, and to remain on duty as necessary to complete end-of-semester business. Department chairs are responsible for the normal functioning of their departments during the summer months. The chair must submit to the dean a schedule of office hours and teaching duties. Office hours should be scheduled on weekdays when classes are in session and at times of the day that afford reasonable accessibility to faculty members in the department, students, the dean, and University administration. The schedule, which is subject to approval by the dean, should consist of adequate hours to perform department chair duties, and should be posted at the departmental office and the dean's office.

The duties and responsibilities of the department chair are as follows:

- 1. The chair is the chief academic and administrative officer of the department. The chair of the department reports to the academic dean.
- 2. The chair is responsible for:
  - a. Promoting faculty development in teaching, creative work, and public service and, within the limits imposed by administrative duties, providing leadership by example in these activities.
  - b. Supervising the instructional, scholarly, creative and service activities of the department, and maintaining and improving their quality.
  - c. Articulating and implementing University policy within the department.



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- d. Ensuring that departmental policies and practices are consistent with those of the University.
- e. Conveying faculty and program concerns and needs to dean and upper administration.
- f. Recruiting faculty and students and identifying student constituencies.
- g. Assisting dean in college fundraising and outreach efforts.
- h. Guiding and mentoring tenure-track faculty and new hires.
- i. Leading departmental strategic planning and assessment efforts.
- j. Maintaining an environment of collegiality and shared governance.
- k. Promoting the welfare of the university in concert with university vision and strategic goals.
- 1. Preparing and submitting to the academic dean personnel evaluations and recommendations associated with appointment, reappointment, non-reappointment, tenure, promotion, and merit for professional and clerical staff.
- m. Coordinating the academic advising in the department, including orientation of prospective majors, assignment of advisors to major, support of pre-major advising systems, enforcement or adjustment within the existing guidelines of academic requirements and regulations, and supervision and evaluation of departmental advisors.
- n. Preparing budget requests and supervising the allocation and expenditure of departmental funds.
- o. Assessing needs within his or her discipline; developing appropriate new curricula and revising existing curricula.
- p. Developing effective professional relationships with relevant community organizations and agencies and with related academic departments at other institutions in the State.



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- q. Representing the department in meetings with other departmental chairs, administrators and faculty; sharing information; and participating in joint planning and other common activities.
- r. Cooperating and consulting with other academic unit chairs in the development of co-requisites and interdisciplinary courses and programs.
- s. Serving as a liaison with relevant professional associations and monitoring the correspondence of University and departmental policies, procedures, and standards with those of state and national regulatory and accrediting agencies.
- t. The chair may be assigned additional responsibilities by the academic dean Provost/Vice President for Academic Affairs, or President.
- u. Preparing, revising and submitting to his or her unit's chief academic officer the departmental class schedules and assignment of faculty to classes.

## D. <u>Definitions</u>

Not applicable.

## E. Responsibilities

Not applicable.

### F. Procedures

Not applicable.

## G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

- 1. Vice Provost for Faculty Affairs Senior Reviewer
- 2. Academic Affairs Executive Team
- 3. Faculty Senate Chair