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Current Policy

POLICY

The department chair, in conjunction with program coordinators where appropriate, shall be the responsible administrator for the planning, governance, supervision and fiscal operation of his/her academic unit. He/she shall be directly responsible to the dean. Upon recommendation of the dean and the provost, he or she shall be appointed for one-, two- or three-year terms by the president of the University. The normal appointment shall be for three years. The department chair will do the following:

- I. Recommend to, or consult with, the dean on personnel issues, including appointments or changes in appointments, merit salary increases, leaves of absence or sabbaticals, dismissals, retirements or other matters affecting personnel of the department
- II. Sit on the department Ranking Tenure Evaluation Committee
- III. Evaluate faculty and staff as per all applicable departmental, college, and university policies (see PPM [3-62](#), [8-11](#), and [8-12](#)).
- IV. Schedule all full-time and adjunct faculty members for teaching assignments and laboratory duties in conjunction with Continuing Education and the Davis Campus when appropriate.
- V. Maintain a file of the syllabi for each course taught in the department
- VI. Convey to the dean pertinent recommendations of the department
- VII. Oversee the recruitment, hiring, ongoing professional development and regular evaluation of staff and adjunct faculty, contract faculty, and tenure-track faculty.
- VIII. Make department committee and individual assignments, including student advising as appropriate, for department faculty and staff.
- IX. Prepare the department budget request, developed in discussion with his/her faculty, and prudently manage the funds allocated to the department.
- X. Hold regularly scheduled department meetings and forward a copy of the recorded minutes to the dean.
- XI. Prepare and file reports of departmental activities with the dean as requested.
- XII. Foster good teaching within the department, encourage faculty to be involved in scholarly activities, promote faculty involvement in service to the institution and/or profession, and assist

regular and adjunct faculty in their professional development.

XIII. Oversee and manage the department's curriculum, courses, and programs.

XIV. Represent the department to outside entities including oversight of the accreditation and program review processes when they occur. XV. Perform such other duties as may be assigned by the dean of the college.

Suggested Changes to Policy

POLICY

The department chair, in conjunction with program coordinators where appropriate, shall be the responsible administrator for the governance, supervision, and fiscal operation of the academic unit. The chair will provide academic leadership, vision, and strategic planning for the department and shall be directly responsible to the dean. Upon recommendation of the dean and the provost, the chair shall be appointed for one-, two-, or three-year terms by the president of the university. The standard appointment shall be for three years. Duties of the department chair are outlined below.

I. Academic Leadership Responsibilities:

1. Oversee the recruitment, hiring, ongoing professional development, and regular evaluation of staff and adjunct faculty, contract faculty, and tenure-track faculty.
2. Prepare the department budget request, developed in discussion with the department faculty.
3. Foster good teaching within the department.
4. Encourage faculty to be involved in scholarly activities.
5. Promote faculty involvement in service to the institution and/or profession.
6. Assist regular and adjunct faculty in their professional development.
7. Oversee and manage the department's curriculum, courses, programs, and assessment.
8. Model ethical behavior as outlined in PPM 9-3.
9. Perform other such duties deemed necessary.

II. Responsibilities to the Dean:

1. Recommend to, or consult with, the dean on personnel issues, including appointments or changes in appointments, merit salary increases, leaves of absence or sabbaticals, dismissals, retirements or other matters affecting personnel of the department.
2. Convey to the dean pertinent recommendations of the department.
3. Prepare and file reports of departmental activities with the dean as requested.

4. Perform other such duties assigned by the dean of the college.

III. Responsibilities to the Department:

1. Sit on the department Ranking and Tenure Evaluation Committee
2. Evaluate faculty and staff as per all applicable departmental, college, and university policies (see PPM [3-62](#), [8-11](#), and [8-12](#)).
3. Schedule all full-time and adjunct faculty members for teaching assignments and laboratory duties in conjunction with Continuing Education and the Davis Campus and other satellite locations when appropriate.
4. Maintain a file of the syllabi for each course taught in the department.
5. Make department committee and individual assignments, including student advising as appropriate, for department faculty and staff.
6. Prudently manage the funds allocated to the department.
7. Hold regularly scheduled department meetings and forward a copy of the recorded minutes to the dean.
8. Oversee the accreditation and program review processes when they occur.
9. Perform other such duties deemed necessary.

IV. Responsibilities to Community:

1. Represent the department to community organizations.
2. Collaborate with entities and organizations to promote Community Engaged Learning.
3. Coordinate department outreach efforts, including program promotion and recruitment.
4. Perform other such duties deemed necessary.