SUMMARY:

The position of Academic Director/Department Chair will be filled by an internal or external search. The scope of the search will be determined by the Dean in consultation with the Provost/Senior Vice President for Academic and Student Affairs.

POLICY:

I. POLICY

A. The position of Academic Director/Department Chair will be filled by an internal or external search. The scope of the search will be determined by the Dean in consultation with the Provost/Senior Vice President for Academic and Student Affairs.

B. An individual holding faculty rank is assigned this responsibility. It is preferred that the faculty member hold tenure.

C. The Academic Director/Department Chair is expected to participate in regular meetings and programs at the University to assist them in carrying out their responsibilities.

D. A terminal degree in a teaching discipline for one of the fields represented within the department and a record of teaching, scholarship and service are required.

II. TERMS OF APPOINTMENT

A. The initial term of appointment is typically three (3) years.

B. The appointment is recommended by the Dean of the College to the Provost/Senior Vice President for Academic and Student Affairs.
C. Reappointment, for a maximum term of three (3) years after completion of the initial term, may be initiated by the Dean who will consult the departmental faculty and secure the approval of the Provost/Vice President of Academic Affairs. Reappointment beyond the second term will be restricted to cases where it is clearly in the University's and the department's best interests. The same procedure for review and approval apply to reappointment beyond the second term.

D. The appointment may be terminated at any time by the Dean with approval of the Provost/Senior Vice President for Academic and Student Affairs.

III. RESPONSIBILITIES

The Academic Director/Department Chair reports to the Dean of the College in the particular academic unit and is responsible for:

A. providing leadership in the department;
B. scheduling and supervising instruction within the department;
C. recruiting and retaining departmental faculty;
D. evaluating faculty with annual recommendations to the Dean;
E. budgeting, monitoring, and coordinating departmental expenditures;
F. coordinating departmental student advisement, maintaining advisement files, and reviewing graduation applications;
G. reviewing and correcting departmental information in the University Catalog;
H. coordinating curriculum, program review, revisions, assessment, and accreditation;
I. preparing an annual assessment report for the Dean;
J. addressing departmental student issues and complaints;
K. participating in freshman and transfer student orientation; and
L. performing other duties and projects as assigned by the Dean.