



| | |
|-----------------------------------|------------------|
| Policy Title: | Department Chair |
| Policy Number: | ACAD-114 |
| Revision Date: | June 2021 |
| Policies Superseded: | 111; ACAD-111 |
| Policy Management Area(s): | Faculty Senate |

SUMMARY:

A department chair is a faculty member who has the responsibility for leading an academic unit.

POLICY:

I. POLICY

- A. The position of department chair will be filled by an internal or external search with input from the faculty in the academic unit. The scope of the search will be determined by the dean in consultation with the provost.
- B. Faculty in the academic unit shall be permitted to provide input into the selection of a department chair.
- C. An individual holding faculty rank is assigned this responsibility. It is preferred that the faculty member hold tenure.
- D. The department chair is expected to participate in regular meetings and programs at the University to assist them in carrying out their responsibilities.
- E. A terminal degree in a teaching discipline for one of the fields represented within the department and record of teaching, scholarship, and service are required.

II. TERMS OF APPOINTMENT

- A. Typically, the initial term of appointment is three years. Interim appointments count as part of a three-year term.
- B. The appointment is recommended by the dean of the college to the provost.
- C. Reappointment, for a maximum term of three 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. Reappointment beyond the second term will be restricted to cases where it is clearly in the university's and the department's best interests, with the consent of the majority of the departmental faculty. Whenever possible at the completion of a second term as department chair, a full break in appointment (i.e., three years) before being eligible to serve another term as director/chair in the same department is required.

- D. The appointment may be terminated at any time by the dean, with approval of the provost.
- E. Upon appointment, a department chair, who supervises faculty must complete provided training for managing faculty.

III. RESPONSIBILITIES

The department chair reports to the dean of the college in the particular academic unit and is responsible for:

- A. Adhering to the policies and procedures set forth in the CCU Faculty Manual.
- B. Adhering to the policies and procedures set forth in governing documents within the academic unit.
- C. Providing leadership in the department.
- D. Scheduling and supervising instruction within the department.
- E. Recruiting and retaining departmental faculty.
- F. Evaluating faculty with annual recommendations to the dean.
- G. Budgeting, monitoring, and coordinating departmental expenditures.
- H. Coordinating departmental student advisement, maintaining advisement files, and reviewing graduation applications.
- I. Reviewing and correcting departmental information in the University Catalog.
- J. Coordinating curriculum, program review, revisions, assessment, and accreditation.
- K. Preparing an annual assessment report for the dean.
- L. Addressing departmental student issues and complaints.
- M. Participating in new student and transfer student orientation.
- N. Performing other duties and projects as assigned by the dean.