

## **Academic Department Head Responsibilities**

### **General Information**

1. Generally, only tenured faculty members are eligible for election as Department Head.
2. Elections are conducted by secret ballot with all tenured and tenure-track departmental faculty eligible to vote.
3. The term of office for a department head begins on June 1st. The outgoing department head completes the departmental “annual report”; the incoming department head assumes all summer department head duties.
4. Duties listed below may be delegated to other department members when necessary.

### **Administrative Responsibilities**

1. Prepares departmental course schedules.
2. Conducts department meetings and establishes specific work groups and subcommittees as needed.
3. Writes annual reports, planning and budgetary documents, and other reports requested by administration.
4. Revises the college catalog information, admissions, and departmental brochures.
5. Conducts necessary departmental correspondence.
6. Oversees departmental activities such as honor societies, newsletters, lecture series, scholarship awards, career colloquia, student award activities, receptions, etc.
7. Supervises work study students.

### **Departmental Representation**

1. Communicates department needs to the administration.
2. Staffs admissions activities.
3. Meets with the Dean and other Department Heads, as required.
4. Serves as point of contact for outside groups and organizations.
5. Attends Status Committee and Board of Instruction (BOI) meetings when appropriate.

### **Curriculum Leadership**

1. Initiates Program Reviews when necessary.
2. Considers / proposes departmental curriculum changes.
3. Reviews / prepares and approves curriculum proposals to be submitted to the School’s Curriculum Committee and / or the BOI.
4. Facilitates discussions on teaching.
5. Coordinates departmental Assurance of Learning assessment activities and reporting requirements.

### **Faculty Related Activities**

1. Arranges suitable staffing for all courses.
2. Supervises searches for full-time faculty positions.
3. Recruits, interviews, hires, and supervises adjunct faculty members.
4. Observes and evaluates the work of adjunct and untenured faculty.

**Note:** All adjunct faculty members must be evaluated by the Department Head in the first two semesters of their teaching assignment and then once every fourth semester thereafter

5. Assists faculty members throughout tenure, promotion, and sabbatical processes.
6. Writes letters of recommendation / non-recommendation for faculty members' requests for tenure, promotion, and sabbatical.
7. Encourages and assists professional development and scholarly activities of all faculty members.
8. Responds and seeks to address faculty concerns.

### **Student Related Activities**

1. Ensures appropriate academic advisement of departmental majors and minors.
2. Resolves individual issues related to departmental requirements or course offerings.
3. Processes complaints related to classes or faculty members.