



Indiana University
Purdue University
Fort Wayne

Authority and Responsibilities of the Department Chair Overview

Responsibilities

The department chair's responsibilities are

- to provide leadership on behalf of the department's teaching, research, and service missions,
- to maintain a collegial and productive work environment, and
- to ensure that the department functions efficiently, effectively, and in accordance with university policies.

Authority

In accordance with relevant policies, the chair makes decisions concerning hiring and reappointment, staffing and scheduling of courses, faculty and staff work loads and assignments, student concerns, and departmental resources.

1. Leadership

The chair ensures that the department faculty work together to develop the mission, vision, goals, and objectives of the department and that they use this framework to establish strategic priorities, in keeping with the campus strategic plan.

The chair provides overall leadership of the department by initiating discussion of needed changes and supporting appropriate initiatives generated by colleagues in the department.

The chair communicates departmental priorities to the dean and VCAA, as well as communicating institutional priorities to the department.

The chair is an effective advocate for the department.

2. Management and Administration

The chair fosters a collegial work climate based on open communication, trust, and shared responsibility for achieving the department's strategic goals.

The chair ensures that productivity and planning reports, and other reports as needed, are submitted to the dean in a timely fashion.

The chair ensures that needed courses are scheduled and staffed each semester, monitors enrollments, and makes adjustments to the schedule as needed and appropriate.

The chair manages and monitors the department's budget, facilities, and equipment and prepares salary recommendations and requests for new resources as needed to support enrollments and the department's strategic priorities.

The chair tracks and signs off on all grant and contract proposals on behalf of the department.

3. Personnel

In consultation with the department's faculty and the dean, the chair coordinates all personnel searches for the department, ensuring that appropriate procedures are followed, networking contacts are made, and diversity/EEO-AA goals are pursued diligently.

The chair ensures that faculty and staff searches are targeted to the needs of the department's programs.

The chair encourages faculty and staff to take advantage of appropriate professional development opportunities and rewards demonstrated improvement in performance.

The chair ensures that associate faculty/LTL and graduate assistants receive necessary training for their teaching responsibilities, that they are integrated into the department in appropriate ways, that they have access to relevant professional development opportunities, and that their work is evaluated.

The chair establishes office schedules and work assignments for departmental administrative, clerical, and service staff.

The chair ensures that all faculty and staff in the department receive written performance reviews each year, with formative and summative feedback.

The chair serves as mediator in resolving conflicts among employees or between faculty and students.

4. Promotion and Tenure

The chair ensures that the department's promotion and tenure documents are consistent with school and campus policies and criteria, and that departmental criteria for tenure and promotion are appropriate to the discipline and to the department's mission.

"The chair has primary responsibility for explaining the department's expectations to pre-tenure faculty and for ensuring that the faculty receive appropriate mentoring assistance. The chair and mentors must make clear to faculty the level of performance/productivity needed to document excellence in teaching, research/creative endeavor, and service." (Guidelines for Reappointment Review, OAA Memo 04-3).

The chair assists faculty in preparing and implementing a research/creative endeavor plan appropriate to the faculty member's rank, length of service, and responsibilities.

The chair supports faculty research/creative endeavor by allowing flexible schedules or other appropriate accommodations to enable faculty to complete significant projects.

In recommending faculty for reappointment, promotion, and tenure, the chair ensures that relevant criteria are met and standards upheld.

5. Curriculum and Instruction

The chair ensures that the department's curricula are current, support the department's strategic priorities, meet relevant accreditation or other standards, and are responsive to student demand and regional need.

The chair establishes, in consultation with the faculty and the dean, departmental priorities for offering and funding courses and programs by various delivery methods (on-campus, online, at remote sites, weekend) as needed and as appropriate to the discipline(s).

The chair ensures that faculty are aware of and have access to training in best practices for teaching the discipline(s) offered, that they have opportunities to participate in peer review and other formative evaluation of their teaching, and that they are encouraged to reflect on and document their teaching effectiveness using multiple measures.

The chair ensures that the department's assessment plan is aligned with the campus assessment plan, with the department's mission, and with relevant national or regional standards in the discipline(s) taught.

The chair ensures that the assessment plan is implemented, findings are reviewed and reported, and changes made as appropriate.

For programs with external accreditation, the chair ensures that accreditation reports are submitted as required by the agencies.

The chair ensures that periodic program reviews build on annual assessment measures/findings, are conducted with input from all relevant stakeholders (faculty, students, alumni, etc.), and completed in a timely manner.

6. Students

The chair ensures that appropriate recruitment and retention practices are followed, that departmental scholarships (if available) are administered appropriately, and that diversity goals for recruitment are pursued diligently.

The chair ensures that students are aware of standards that must be met for national exams or other credentialing, and that they have ready access to information about the department's curricula, events, and opportunities for involvement in research/creative endeavor.

The chair ensures that all faculty and staff who advise students have had appropriate training and receive regular updates on changes relevant to students' curricula and/or degree completion.

The chair ensures that students have access to appropriate career counseling and information and that they receive support and guidance as needed for successfully completing licensure exams, applications for employment or graduate/professional school, and other opportunities.

The chair ensures that all instructional staff are aware of the rights and responsibilities of IPFW students, as published in the Student Handbook, and that they communicate their expectations to students proactively, in order to minimize misunderstandings and prevent situations that can result in grievances.

The chair ensures that the department has appropriate policies and procedures for dealing with rights violations and student complaints.

In the event of a grievance or grade appeal, the chair advises the student of appropriate procedures and attempts to resolve the complaint informally.

The chair encourages the establishment of appropriate student clubs or other co-curricular activities and rewards faculty who support students in these endeavors.

The chair monitors student progress toward graduation and recommends candidates for degrees, subject to the policies of the school.

7. Community Outreach/Engagement

The chair ensures that the department's alumni receive appropriate communication on a regular basis.

The chair ensures that the department is connected to a community advisory board or other appropriate resources for community involvement and support of the department's mission.

The chair seeks opportunities for appropriate community partnerships and facilitates communication concerning the establishment of such partnerships.

The chair ensures that community partnerships are nurtured appropriately.

The chair ensures that the department has current and useful information from potential employers of the department's graduates.

8. Terms of Appointment

Chairs are selected by a consultative process involving the department and the dean and serve at the pleasure of the administration. Normally, the chair is appointed initially for a three-year term and, given satisfactory performance reviews, for a subsequent five-year term.

Susan B. Hannah

Vice Chancellor for Academic Affairs