

C. Department Chairs

Department chairs are essential to the success and effective operation of academic departments. This position requires a combination of administrative, leadership, and interpersonal skills. The specific responsibilities of a department chair can vary based on the academic context and size of the department.

Responsibilities of the Department Chair include, but are not limited to, the following:

- **Strategic Leadership and Policy Administration:** Provide leadership that aligns departmental activities with the college's strategic goals. Administer policies and procedures with precision and rigor, ensuring compliance with institutional standards. This encompasses representing the department's view in administrative forums, fostering an environment of clear, open communication, and advocating effectively for department needs and initiatives, as determined by all faculty and program coordinators.
- **Faculty Development and Conflict Resolution:** Actively recruit, evaluate, mentor, and support faculty and staff. Oversee hiring, promotions, and tenure processes with fairness and transparency. Address personnel issues, conflicts, and grievances promptly, nurturing a harmonious and collaborative workplace. Encourage continuous professional growth and development opportunities, keeping faculty abreast of trends and advancements in their fields.
- **Curriculum Oversight and Academic Excellence:** Coordinate the development, review, and revision of curriculum and programs, ensuring they meet accreditation standards and reflect current industry trends. Oversee assessment processes to evaluate program effectiveness and student learning outcomes, driving continuous improvement and innovation in educational offerings.
- **Budget Management and Resource Allocation:** Develop and oversee the department's budget with a strategic approach to resource allocation. Advocate for financial support, manage expenditures wisely, and seek additional funding avenues to support departmental priorities and initiatives.
- **Student Advocacy and Success:** Champion student success by ensuring access to high-quality education and support services. Address student issues, concerns, and grievances in a timely and empathetic manner. Promote effective advising and mentoring, fostering an environment where students are encouraged to achieve academic and personal growth.
- **Research and Scholarly Activities Support:** Encourage and facilitate faculty research, scholarly activities, and external collaboration opportunities. Foster relationships with alumni, community stakeholders, and industry partners to enhance educational and research opportunities.
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- **Institutional Representation, Community Engagement and Advocacy:** Serve as a liaison between the department, college, and university administration. Sanction faculty meetings and

administrative committees, ensuring the department's perspectives and challenges are communicated and addressed within the broader institutional framework and community partners. Foster effective communication within the department and ensure that decisions are made with input from all faculty members, thereby enhancing the department's visibility and impact. Communicate departmental achievements and needs to all relevant community and industry partners.

Through these consolidated responsibilities, the Department Chair is envisioned as a dynamic leader, adept in navigating the complexities of academic administration while inspiring excellence and innovation within the College of Science.