

Current UTA HOP Policy 2-100 Duties of Administrative Officers

F. Academic Department Chairs

Department chairs report to a dean. They are subject to institutional policies and regulations, including the policy on faculty participation in departmental administration. Department chairs are responsible for recommendations for faculty appointments, recommendations on the departmental budget, preparation of departmental schedules of course offerings, and assignment of departmental space. They also have responsibility for care of departmental equipment and facilities, and assisting deans in the performance of their duties.

New HOP: Roles and Responsibilities. (Based on the above existing UTA HOP and UTS 182)

Chair Summary

Department chairs report to a dean. They are subject to institutional policies and regulations including the policy on faculty participation in departmental administration as set out in HOP.

The department chair is responsible for consulting with and representing the interest of department faculty on policies, plans, and procedures that affect the department including its personnel.

The department chair provides leadership and direction for the department. They are responsible for the management, and administration of the department. For large units, department chair or program director may delegate some of the duties to other administrators such as an associate chair but the department chair and program director is still ultimately responsible for the department and is expected to provide the oversight necessary. Their responsibilities and tasks include:

General Responsibilities/Leadership Expectations

- Pursuing and achieving departmental excellence in teaching, research, and service;
- Strategic planning and goal setting aligned with institutional efforts at the college/school and university level;
- Provide vision and a shared purpose to faculty, staff, and students in order to enhance the departments quality and reputation;
- Directs and coordinates the academic, operational, personnel, student, and selected budgetary activities of the division;
- Maintenance of an environment of collegiality and shared governance;
- Management and professional development of faculty members and staff;
- Addressing questions, complaints, grievances, and suggestions from faculty, staff, and students;
- Communicate with faculty and administration;

- Work with the Dean to establish a plan for engaging with external constituencies;
- Advocates for the faculty to college and university administration;
- Represents the college/school administration to the faculty;
- Maintain their own professional development both within the appropriate discipline area as well as in higher education administration;
- Provide leadership to achieve healthy student enrollment outcomes related to new student enrollment and to student success including course completions, student retention, graduation rates and timely degree completion.
- Fosters and maintains an inclusive and collegial working environment for students, faculty, and staff.
- Creates/ensures faculty, staff, and student respect of and compliance with department or program Values and Expectations Guidelines based on Principles of Community.

Faculty/Staff

- Timely hiring and onboarding of newly hired faculty;
- Recruitment and retention of faculty;
- Supports the recruitment and retention of diverse faculty and staff in an effort to match department student demographics;
- Evaluation of job performance of faculty and staff for all department employees. Independent analysis regarding recommendations for all faculty and staff appointments, re-appointments, and promotions; leaves of absence; travel authorizations, and other relevant department personnel functions ;
- Meet annually with each faculty/staff member to discuss performance;
- Informing faculty and staff of the perspectives and actions of the dean and other administrators that might affect the department;
- Mentors faculty regarding teaching, research and service. Serves as a resource for reports, procedures, evaluations, P and T processes, etc.;
- Fosters faculty and staff professional development.

Students

- Promotes university and college efforts in Student Success through tools such as Inspire for Faculty (Civitas) and programs such as MavAdvantage, etc.;
- Participates in student recruitment/retention activities;
- Manages departmental scholarship funds and oversees distribution of scholarship funds in coordination with the college and enrollment management.

Academics/Curriculum

- Strategically plans course offerings tied to enrollment prediction based on current enrollment and expected growth;
- Monitors department enrollment through university digital tools such as SAS or the student information system;
- Ensure adequate and appropriate courses and sections are offered each semester;
- Responsible for the oversight of curriculum;
- Works with faculty to explore and improve pedagogical tools for the department.

Administrative

- Schedules and presides at faculty meetings;
- Organizes department's committees according to HOP and Dept. Handbook/Guidelines/By-laws;
- Holds timely elections;
- Management and maintenance of all departmental records, and preparation of reports in accordance with College and University procedures;
- Supervises the attendance, time commitments and work assignments of department faculty and staff;
- Assures that instructors are assigned to courses before the semester begins
- Manages, plans, and reports faculty workload aligned with department and college policy;
- Ensures faculty and department compliance with applicable regulatory policies
- Ensures faculty and department compliance with HB 2504 (See Syllabus policy-add link);
- Adheres to principles of academic governance, especially the collaborative development of appropriate procedures for shared governance, within the department;
- Maintains timeline for T and P guidelines and Dept handbook review (every 5 years);
- Responsible for Department Inventory (equipment);
- Monitors the department's yearly assessment efforts and Unit Effectiveness Plan;
- Manages the department's periodic Program and/or Accreditation reviews;
- Ensures that awards and recognition applications are submitted in a timely manner (emeriti).
- Enforces applicable regulatory policies;
- Ensures compliance with Accreditation Guidelines including faculty credentials;
- Recruits and selects clerical and technical staff to support the unit's instructional programs .

Budget

- Prepares and manages department budget or allocation:
 - Prepares, proposes, and justifies budget requests if requested by the dean,
 - Establishes expenditure priorities, and
 - Fairly and equitably administers the department budget or allocation subject to the policies established by the dean, the provost, and the CFO and for articulates the relationship between the budget and the department's strategic plan;
- Enrollment forecasting and course planning (see Academics/Curriculum);
- Prepares requests for strategic new departmental faculty hires for the dean;
- Enhances the resources of the department through grant writing and fund-raising initiatives in both the public and private sector or promotes/organizes grant writing and fund raising in the department.

Other duties as assigned by the dean