

Representative Duties and Responsibilities

- Develops and implements a strategic plan for the department in accordance with university, academic affairs, and college/school planning
- Assists in recruiting, retaining, and evaluating faculty, including recommendations for equity and/or merit salary adjustments, four-year rolling contracts, and promotions, as well as recommendations for suspension, termination and other personnel actions
- Participates in the hiring, retaining, and evaluating of staff reporting to the department
- Establishes and promotes a climate of excellence in teaching, scholarship and service, and an environment of shared purpose and responsibility
- Oversees all aspects of academic programs within the department, including the review, assessment, and modification of existing programs, and development of new programs where appropriate and feasible
- Supports the professional development of faculty and the scholarly activities of faculty and students
- Proposes, implements, and oversees the departmental budget
- Anticipates and advocates for adequacy of facilities and financial resources for academic programs and support, including planning and anticipating faculty and space needs
- Develops teaching assignments and class schedules
- Oversees optimal utilization of human, fiscal, and physical resources of the department consistent with the needs of the college/school and university
- Works with the other department heads to ensure achievement of the university's, academic affairs', and college's/school's missions
- Serves as a member of the department heads group and other college/school administrators' committees
- Chairs meetings of the departmental faculty and staff
- Addresses student issues and concerns
- Serves as communication conduit between the dean and the department
- Assures implementation of college/school and university policies, procedures and practices
- In coordination with the dean, establishes contacts outside the university in support of the department, college/school, and the university

- With the dean, coordinates activities with alumni affairs
- Performs other duties as may from time to time be assigned by the dean