

THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Vice-President for Academic Affairs
INTER-OFFICE CORRESPONDENCE

To: Chair + Directors, CLA

TO: Academic Deans
University Librarian

MAR 02 1995

FROM: Dr. Larry LeFlore
Interim Assistant Vice-President for Academic Affairs

DATE: February 28, 1995

SUBJECT: RESPONSIBILITIES OF THE DEPARTMENT CHAIR

Dr. Lucas approved the attached list of responsibilities for department chairs on February 24, 1995. You may now use them as suggested in the introductory paragraph on the first page.

LL/bw
Attachment

c: President Lucas
Dr. Huffman

SJS

RESPONSIBILITIES OF THE DEPARTMENT CHAIR*

The department chair represents faculty, student, staff, and administrative perspectives. As such, his or her responsibilities will vary according to the characteristics and needs of individual departments. Nevertheless, this list may serve to orient new chairs, inform faculty, staff, and students, and assist deans in conducting performance evaluations.

Faculty

- a. Recruit and select faculty
- b. Conduct new faculty orientation
- c. Assign responsibilities (e.g., teaching assignments and committee assignments)
- d. Encourage excellence in teaching
- e. Encourage scholarly and creative activity
- f. Encourage service activities
- g. Encourage professional development
- h. Administer annual evaluations
- i. Provide prompt response to faculty concerns
- j. Keep faculty informed
- k. Recommend salary increases
- l. Administer personnel actions (e.g., governance options, non-renewals, dismissals, promotions, and tenure)
- m. Appoint and direct faculty who have administrative responsibilities in the department
- n. Hear and mediate disputes
- o. Assure due process

Students

- a. Recruit students
- b. Manage student advisement and registration
- c. Provide letters of recommendation
- d. Assist in job placement
- e. Utilize outcomes assessment (e.g., exit interviews, program evaluations, etc.)
- f. Administer graduate admissions
- g. Administer graduate assistantships and other assignments
- h. Administer student scholarships
- i. Maintain student records
- j. Hear and mediate/address student disputes and complaints
- k. Assure due process

* These responsibilities apply to all departmental-sized units, including schools and divisions. Responsibilities must be exercised in accordance with University policies and procedures, such as those found in the *Faculty Handbook*.

Staff

- a. Employ staff
- b. Orient staff
- c. Evaluate staff
- d. Determine assignments and responsibilities
- e. Recommend salary increases
- f. Hear and mediate disputes
- g. Assure due process

Academic Affairs

- a. Schedule classes and manage academic resources
- b. Prepare for accreditation or program reviews
- c. Update curriculum/courses
- d. Promote affirmative action
- e. Prepare enrollment projections
- f. Monitor library holdings and manage acquisitions
- g. Plan short and long term program offerings

External Affairs

- a. Develop relationships with external constituents (e.g., business and community groups, school districts)
- b. Seek external funds for research and general development
- c. Represent the department to the public

Finance and Facilities

- a. Assess needs and recommend budgets
- b. Allocate funds to priority activities
- c. Monitor accounts and assume responsibility for maintaining expenditures within limits
- d. Assume responsibility for property accounting within the department
- e. Allocate space assigned to the department in an equitable manner
- f. Manage and assure the continued operation of physical facilities
- g. Administer student stipends

Other Administrative Functions

- a. Build and maintain databases
- b. Develop short and long-range plans
- c. Promote the completion of goals and objectives
- d. Create a positive work environment
- e. Communicate needs to appropriate university personnel
- f. Conduct meetings
- g. Create committees
- h. Process paperwork and answer correspondence
- i. Prepare and submit periodic and *ad hoc* reports
- j. Maintain records and personnel files

Other Duties as Assigned