

## **Policy 1-03: Duties of Department Chairs**

### **1. General Provisions**

The College of Architecture + Planning contains two units that function structurally as departments under university administrative regulations: the School of Architecture and the Department of City & Metropolitan Planning. For simplicity, both shall be referred to as “departments” throughout this Policy Handbook.

Each department shall be administered by a department chairperson, appointed by the President, with the approval of the Board of Trustees. The initiation of a search for a department chairperson shall originate with the dean, who shall confer with the cognizant vice president, the members of the department faculty, and the deans of other schools or colleges which the department serves. The chairperson is accountable to the dean.

### **2. Department Leadership**

The chair will develop and execute a central strategic plan for the department to create a shared vision that generates excitement and dedication. This will entail working with department faculty, staff, and students to produce a collective vision.

In the exercise of departmental authority the chair shall, so far as practicable, seek to share with the members of the faculty and staff, through discussion and other democratic procedures, the responsibility for department activities.

The chair shall provide effective leadership that motivates and rewards performance.

### **3. Academic Programs**

In collaboration with the faculty and staff, the chair shall endeavor constantly to advance the effectiveness of curricula, class scheduling, and teaching methods used in the department.

The chair shall supervise the work of and make specific teaching and other appropriate curricular assignments to individual faculty while recognizing and encouraging their initiative.

The chair shall be active in student recruiting and admissions, and make assignments of teaching assistants as appropriate.

### **4. Management of the Faculty**

With the advice of the department’s faculty appointments advisory committee, the chair will make recommendations to the dean on the appointment of faculty in the department. The chair will also make recommendations to the dean on the appointment of department staff.

The chair will supervise and review all faculty appointed in the department according to established policies of the university and the college.

The chair shall hear and seek to resolve grievances of the faculty, students and staff in accordance with university and college policies.

The chair shall be responsible for systematic annual reviews of all faculty and staff and make recommendations to the dean for appropriate salary adjustments.

The chair shall seek the equitable distribution of department, college, and university service assignments, taking into consideration the teaching, research, and creative activities of each individual faculty and staff member.

**5. University Reporting**

The chair will represent the department in its official business with other university authorities, with students, and with the public; prepare and submit department reports; and be responsible for effective execution of the university policies insofar as they affect the department.

**6. Meeting**

The chair will preside over department faculty meetings, and participate in college standing and ad-hoc committee meetings as assigned by the dean.

**7. Financial Management**

The chair will prepare and submit department budgets after consulting with the faculty members of the department, and be responsible for the expenditure of all funds appropriated to the department.

The chair shall not undertake work in the department entailing expenses for which funds have not been allocated in the department's budget without the consent of the dean.

**8. Physical Facilities and Information Technology**

The chair shall be in immediate charge of the work, space, equipment, and supplies assigned to the department by the dean.

**9. External Relations**

The chair shall represent the department in local, regional, and national meetings, and shall be responsible for maintaining the department's accreditation with all applicable accrediting bodies.

See also [University Policy 2-005](#)