

College of Education and Behavioral Science – Procedure Manual

Effective Date: 7/1/97

Procedure Number: 01 - 09

Section: Administration

Subject: Administrative Job Descriptions - Department Chair

Principal duties and responsibilities are to:

1. Supervise faculty and other personnel in the department and support them in professional development.
2. Work with faculty to improve instructional programs and to develop programs that respond to changing needs of students and advances in academic fields.
3. Recommend faculty members to the Dean for employment, retention, promotion, tenure, and dismissal.
4. Prepare and administer budgets for the department.
5. Prepare schedules of recommended course offerings to present to the Dean.
6. Supervise the academic advisement of students majoring in the department.
7. Prepare and process requisitions for the purchase of equipment and supplies.
8. Supervise the use and care of equipment and supplies.
9. Encourage scholarly research, publication, and participation in professional organizations by faculty.
10. Teach six credit hours each regular semester and three credit hours each five week summer term.

Reference: *Faculty Handbook, II.f. page 40-41*