Position Description for a Department Chair in the College of Education

Full-time, tenure-track, 12-month position. Chairs hold senior rank (Associate Professor or Professor) in an academic discipline appropriate to the department. Chairs are appointed by the Provost upon recommendation of the Dean for a three-year, renewable term. The Chair reports to the Dean of the College of Education and serves as a member of the College’s leadership team. Specific responsibilities of Department Chairs in the College of Education are as follows:

1. Leadership
   • Work with faculty to establish a strategic vision for the Department, aligned with the College’s Conceptual Framework, national/ state accreditation standards, and University goals
   • Lead in the development of the Department’s Academic Plan and annual goals
   • Involve faculty in shared governance of the Department
   • Provide curriculum leadership
   • Generate resources for the department through advocacy, development, and external funding
   • Create a departmental climate that promotes teaching, research, and service

2. Support for Faculty, Staff, and Students
   • Recruit and hire faculty and staff
   • Evaluate faculty in meaningful and supportive manner
   • Promote faculty and staff development
   • Support effective mentoring for new and continuing faculty
   • Provide excellent orientation, support, and supervision for part-time faculty
   • Recognize and encourage outstanding performance and contributions
   • Ensure accurate and accessible advisement for students in the Department’s programs
   • Create a departmental climate that is welcoming to students and characterized by effective student advocacy and problem-solving

3. Management
   • Manage departmental budgets with efficiency, accuracy and transparency
   • Allocate resources fairly and effectively
   • Maintain up-to-date knowledge of institutional policies and procedures and communicates those policies appropriately
   • Supervise office staff
   • Develop course schedules that meet student and programmatic needs
   • Lead the department in fulfilling accountability requirements (e.g., IHE Performance Report, Candidate Assessment System, accreditation reports)
   • Create a departmental climate that is characterized by good planning and proactive problem-solving

4. Teaching, Research, and Service
   Continue to develop as a scholar and teacher; maintain a teaching, research, and service record appropriate to 25% of effort. A Department Chair will typically teach one course each semester.

Mary Lynne Calhoun, 3-17-08; Approved by Provost Lorden, 3-18-08