



### **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.