SUBJECT: Associate Deans and Department Chairpersons

DATE: January 2018

PURPOSE: To provide an overview of responsibilities of department chairpersons and associate deans in the College of Human Sciences. Related OP: 32.03

REVIEW: The policy will be reviewed when changes are made to the process or related OPs.

POLICY

The College Academic Dean has the (OP 32.03) for developing, supervising, and operating the academic programs of the College along with managing its financial activities. Deans serve in their administrative capacities without tenure and at the discretion of the Provost.

However, no single person can manage the activities of a college. The Dean selects a staff to support the various activities necessary. This support staff include Associate Deans at the College level and Chairpersons at the Department level. These individuals serve in their administrative capacities without tenure and at the discretion of the dean.

Associate Deans

Associate deans aid in the administrative work of the college. In the College of Human Sciences there are four associate deans: Associate Dean for Academics and Faculty Development, Associate Dean for Students, Associate Dean for Research, and Associate Dean for Finance and Operations. Each associate dean has designated responsibilities and the authority to carry out those responsibilities in consultation with the Dean.

Department Chairpersons

Instructional departments are administered by chairpersons who are selected by the Dean for indefinite terms. The chairperson has a variety of responsibilities and is empowered with the authority to carry out those responsibilities. The most overarching charge to department chairs is developing and implementing a departmental strategic plan. This plan will complement the college/university strategic plans and will serve as the guiding principles under which all department decisions and activities take place. Within the scope of that strategic plan, typical duties of a chairperson include supervising activities of the department, scheduling classes, conducting faculty evaluations, allocating merit increases, promotion and tenure, preparing budgets, initiating appointments, and developing curriculum. They are also responsible for seeking and maintaining accreditation (as available) and overseeing assessment activities. As these diverse duties are significant, the chairperson will usually select others to assist, such as associate chairs, graduate program directors, and/or specialized advisory committees (curriculum, third year review, promotion and tenure, etc.). In managing the department, chairpersons will seek input from faculty members and other stakeholders, but the ultimately decisions rest with the chairperson in consultation with the Dean as needed.
DOCUMENTS INCLUDED

OP 32.03 Academic Deans, Associate or Assistant Deans, and Department Chairpersons

Reviewed July 2018