

## **Overview**

A department chair serves both as a faculty member and an academic administrator, providing leadership and management to the department/division consistent with the university mission and goals. Chairs also engage in teaching and scholarship as determined by the overall distribution of their workload. This document addresses general responsibilities, appointment terms, workload distributions, compensation guidelines, and evaluation procedures for chairs.

### **A. Chair Responsibilities**

Chairs are responsible for the daily operation of the department/division, in consultation and collaboration with the dean, provost, departmental faculty, and the university administrative team, as appropriate. General responsibilities may include, but are not limited to:

#### **1. Faculty and Staff Development**

- Organizing and overseeing departmental recruiting program to ensure the highest quality, integrity, and diversity of faculty and staff
- Meeting annually with individual faculty and staff to discuss workload and performance
- Preparing annual evaluations of faculty and staff
- Making recommendations for merit and salary adjustments for faculty and staff
- Coordinate faculty promotion and tenure applications in accord with departmental, college, and institutional processes and deadlines
- Supporting professional development of faculty and staff (e.g., research proposals, pedagogy, curriculum development) in a fair and transparent manner
- Working with faculty and staff administrators in setting vision for the department, both long- and short-term, and developing outcome-based goals that support the department, college and university strategic plan(s)
- Maintaining collegiality and engaging in creative problem-solving

#### **2. Curricular Responsibilities**

- Maintaining strong undergraduate and graduate programs through curricular development, assessment, revision, and implementation
- Enforcing academic requirements and regulations
- Assigning faculty workloads in ways that fulfill the department's responsibility to provide reasonable student access to courses across days and times, using prime time and non-prime time teaching slots
- Preparing long term course schedules that allow students to matriculate to their degrees in a timely manner

- Preparing course schedules and teaching assignments to ensure appropriate allocation of resources, including university facilities, and consistent with the Registrar's guidelines
- Providing leadership and oversight in program reviews and outcomes assessment including the core curriculum for internal and external reviews and/or to meet accreditation or licensing standards
- Working collaboratively with on-campus and off-campus university officials to assign proper curriculum alignment with community colleges and high schools

### **3. Student Affairs**

- Developing and implementing plans to recruit, advise, mentor, retain, and graduate students in a timely manner
- Providing information and access to student services
- Adjudicating students concerns and grievances in a fair and consistent manner while upholding University policies and processes.
- Maintaining appropriate student records

### **4. Management and Administrative Responsibilities**

- Overseeing facilities/office space allocation and equipment for faculty and staff in collaboration with dean; filing appropriate space allocation reports
- Ensuring that all departmental and college committees are appropriately staffed each year
- Managing course fee requests and ensuring appropriate use
- Managing departmental M & O, travel and part-time budget, and/or other fiscal affairs for department, while maximizing equity and ensuring appropriate stewardship of resources
- Responding promptly to accountability and compliance matters
- Participating in college and/or university governance and planning
- Gathering data and preparing documents or reports regarding departmental activities
- Developing and/or managing advisory boards
- Communicating resource needs to the college/school and university administration
- Securing resources for the department, when appropriate, through grant writing and fund-raising initiatives
- Working with college and university advancement officers to develop unit resources
- Serving as liaison between University administration and faculty/staff
- Representing department internally and externally (e.g., Commencement, Honors Day, Student Affairs activities)
- Serving as liaison with professional associations
- Maintaining professional decorum and creating a climate of collegiality among faculty, staff, and students
- Attending professional development activities, meetings, and events to represent the interests of the department, college or university, as requested or required by the Dean, Provost, or the other university offices

- Delegating authority and specified responsibilities to Associate Chairs, when deemed appropriate, with the understanding that the Chair is ultimately accountable.

**B. Selection and Terms of Office**

**1. Selection**

The dean, in consultation with the provost and departmental faculty and in accordance with the college or school bylaws, will decide when a search for a chair will be initiated and whether an external search is warranted. After receiving faculty input, the dean, as hiring agent and in consultation with the provost, will select a candidate for chair, whose appointment is subject to approval by the provost.

**2. Terms of Office**

Chairs shall serve four or five year terms, renewable under the provisions of specific college, school, or department bylaws. It should be noted that any administrative appointment is at the pleasure of the dean and can be terminated at the discretion of the dean.

**C. Workload**

The workload assumption for the position of chair approximately 60% to 80% of one's effort is administrative. The balance of one's work is distributed among teaching, research/creative activities, and service. Teaching expectations are determined with the complexity and size of the unit over which the chair presides. The mix of responsibilities should be negotiated annually by the dean and the chair. There is no supplemental pay for teaching either during the academic year or summer session.

**D. Compensation, Augmentation, Vacation and Leave**

**1. Compensation**

Chairs hold 12-month appointments, accruing sick leave and vacation time in accordance with all fiscal (12-month) administrative appointments. The normal and expected arrangement for compensation is that the chair's salary will be the 12-month equivalent of her/his 9-month faculty salary base. Upon the completion of the appointment as chair, the salary will revert to his or her 9-month base faculty salary, plus any adjustments (e.g., merit, market), which may have been applied to the base academic year salary during the chair's term. For more information, please refer to UNT Policy 15.1.10 (Policy on Tenured Administrators Returning to Full-Time Academic Status).

## 2. Augmentation

Chairs will receive a salary augmentation based on the number of full-time faculty in each department. Each August, the Provost Office will verify faculty head count so that the augmentation can be adjusted if needed each September. The chair augmentation is only applied to the chair's salary during the period of service.

### **Augmentation\* Amounts for AY 2012-2013 are listed below:**

Departments with 2-10 full-faculty - \$400/month or \$4,800/year

Departments with 11-20 full-time faculty - \$500/month or \$6,000/year

Departments with 21-30 full-time faculty - \$600/month or \$7,200/year

Departments with 31+full-time faculty - \$700/month or \$8,400/year

*\*Augmentation levels will be reviewed annually by the Provost's Office for suitability.*

## 3. Vacation and Leave

Chairs are on duty whenever the university is open and must use vacation time to cover non-business absences. Upon return to a regular faculty appointment, vacation leave balances will be frozen. For more information, refer to UNT Policy 1.4.13 (Policy on Vacation Leave).

## E. Annual Evaluation, Reappointment, and Return to Full-Time Academic Status

### 1. Annual Evaluation

The dean and departmental faculty will evaluate chairs annually, as appropriate in the corresponding areas of administration and related service, teaching, and research/creative activities and in accordance with the bylaws of the department, school, college and university policy. Based on the faculty evaluations and their own assessment, the dean will make final recommendations for merit and salary adjustments, if available, for the chair on an annual basis. Refer to UNT Policy 15.1.15 (Annual Evaluation and Reappointment of Academic Administrators) for additional information.

### 2. Reappointment

If the chair and dean mutually agree on a reappointment, the dean initiates a comprehensive review in the fall semester of the reappointment year of the chair's term of service. For chairs hired during an off-cycle (e.g., January, June, or August), the tenure begins September 1 of that year. The review will include a chair's self-evaluation of the unit's achievements and goals. This evaluation will be reported to the departmental faculty, staff, and the dean. The review process must also solicit faculty and staff input on the chair's leadership abilities and

accomplishments. Feedback from departmental faculty and staff must be collected in a way that preserves anonymity and addresses suggestions for improvement. The dean, or dean's designee, will use the self-evaluation, faculty and staff inputs, and other evaluative reports made available through the Faculty Senate in preparing the final report and making the reappointment decision. The dean will meet with the candidate to share the results of the comprehensive report and indicate specific actions for continuous improvement if a reappointment is made.

Deans, on their own initiative or as a consequence of a request by the departmental faculty, can institute an interim review. If an interim review is requested, the comprehensive assessment including a self-evaluation, faculty input, and dean's assessment also is required. When a chair decides not to continue in the position, no reappointment review is required.

### **3. Conclusion of Service**

The reversion salary for a chair returning to full-time faculty is the 9-month equivalent of the 12-month administrative base, plus any adjustments (e.g., merit, market), which may have been applied to the base academic year salary during the term. The chair augmentation will not carry forward in the base salary. Refer to UNT Policy 15.1.10 (Policy on Tenured Administrators Returning to Full-Time Academic Status) for additional information. A tenured Chair retains tenure rights.