

Department Chairs: Summer Responsibilities

With full understanding that department chair responsibilities in the summer encompass part-time duty to their department and the campus, below is a non-exhaustive array of responsibilities commonly completed by department chairs during summer months. Chairs are encouraged to prioritize the importance of the various responsibilities in consultation with their dean. Compensation is provided commensurate with the expectation that department chairs are responsible for the following but may delegate some duties when necessary.

Maintain Departmental Presence

- Meet with prospective students and parents.
- Respond to information requests from students, faculty, administrative units, and external constituencies.
- Represent the department at various summer university or college activities, e.g., college summer meetings.
- Monitor laboratories, facilities, and other summer program operations.

Advising & Student Issues

- Provide student advising, including transcript evaluation and making decisions on personalizations, transfer agreements, course waivers, and licensing and certification.
- Attend and advise at transfer Plan-It Purple days and cover Warhawk Premiere days.
- Work with summer session office to adjust course caps, add new sections, and issue overrides for summer session courses.
- Coordinate and monitor grade appeals, complaints, and other student/faculty issues.
- Review and approve as necessary late add forms, grade change forms, independent studies, etc.
- Provide support for graduate programming.
- Provide support for student internships, student teaching, and other placements.
- Monitor and adjust class caps for fall courses. Additional sections of certain courses may be necessary and may require additional staffing.

Reporting & Reviewing

- Complete the department annual report.
- Work on necessary reporting activities relevant to academic assessment, LEAP, Audit & Review, accreditation, etc.
- Review and approve, as appropriate, university documentation, e.g., pro card logs, time sheets, and leave reports.
- Review and correct draft copy of graduate and undergraduate catalogs.

Planning

- Plan for the upcoming academic year, including submission of department staffing plan, reviewing departmental goals, planning department meetings, setting personnel review dates, planning curricular revisions and updates, etc.
- Create the schedule for upcoming Winterim and the preliminary schedule for the upcoming Summer Session.
- Draft the schedule for the upcoming spring, including the scheduling of classroom spaces.
- Update department policy/procedure documents/handbooks, including, e.g., degree check sheets, 4-year plans.

Personnel

- Send out notices for personnel actions, e.g., various faculty and staff reviews for fall term.
- Lead or participate in search and screen activities.
- Acclimate and support newly arriving faculty and staff.
- Monitor and support understanding of the overload cap and summer 2/9ths overload policy for faculty/staff pay with the Dean's office and Office of Continuing Education.
- Respond to student and faculty grievances.

Supervision of Administrative Department Assistant (ADA)

- Assign work responsibilities.
- Supervise office staff.
- Approve time, vacation, absences, etc.

Fiscal

- Wrap up fiscal year-end issues.

Other

- Distribute student evaluations.
- Perform other duties as needed.