

ATU: Roles & Responsibilities of the Department Head

Department Heads are, first and foremost, faculty members, whose rights and responsibilities are outlined in the Faculty Handbook. The faculty role constitutes 60% of their duties (40% teaching, 10% research, 10% service) for a total of 24 hours per week. The remaining 16 hours per week (40% administrative) are devoted to their role as department head.*

**In addition to their 40% teaching load, department heads are required to offer a 3-credit (unpaid) course during the academic year.*

I. Academic Leadership

- a. Supervise and delegate the work of all faculty and staff within the department. Provide mentoring to faculty to offer support and guidance towards excellence in teaching, service and scholarly activities. Facilitate pursuit of professional development and research activities for faculty.
- b. Develop the schedule of courses and communicate those to the faculty, students and the registrar and advising center, wherever and however they are delivered each semester/session.
- c. Provide appropriate opportunities and forums for faculty to express ideas freely, have productive discussions and participate in departmental affairs.
- d. Recruitment, employment and orientation of new faculty.
- e. Evaluate all faculty on a continuing basis with appropriate recommendations for professional development in any deficient areas, highlighting strengths and areas that need improvement (see Annual Evaluations and Criteria for Promotion & Tenure in the Faculty Handbook).
- f. Make informed, documented recommendations concerning faculty retention, promotion & tenure.
- g. Ensure programs meet any professional accreditation standards or otherwise strive to follow best practices for the academic discipline.
- h. Initiate, review and oversee Memorandums of Understanding.

- i. Advocate for the faculty and department, facilitate communication between faculty and other levels of administration, including adjunct faculty.
- J. Delegate and coordinate with program directors the supervision and support of faculty and adjuncts and program development.

II. Administrative Leadership

- a. Provide recommendations for the budgeting of the department and programs as well as administer the budget and provide good stewardship of department resources. Monitor and track expenditures.
- b. Ensure compliance with state and federal laws governing programs as well as maintain practices and standards for programs that affect external accreditation.
- c. Provide leadership for the faculty in developing strong, attractive curricula that are pedagogically sound, use resources efficiently and utilize robust methods for assessing instructional programs.
- d. Provide leadership for the faculty in developing strong scholarship and research agendas, helping them to publish their work, and to apply for internal and external grants. Use resources efficiently and utilize robust methods for assessing research programs. Promote undergraduate and graduate research.
- e. Continuously collect, monitor and track program performance data, ensure assessment of programs and student learning outcomes in coordination with the Office of Assessment and Institutional Effectiveness. Maintain an efficient system of records and reporting for the department and its programs.
- f. Handle student issues that are not the appropriate concerns of the faculty. Ensure any complaints or grievances about courses and/or faculty follow proper procedures outlined in the faculty/student handbooks.

- g. Represent the department to other units of the university, coordinates departmental activities related to departmental websites, program marketing, recruitment, admissions, open houses, career fairs, course catalogs, and registration.
- h. Ensure quality and standards for submission of departmental initiatives to other units within shared governance (e.g. course, curriculum and program development, grant submissions, marketing, assessment, etc.) and otherwise work to enhance the departmental image and reputation of its programs on and off campus.