

Department Chair Person's Position Duties and Responsibilities at IU Bloomington

The School of Education department chairpersons, reporting directly to the Dean, provide the over-all leadership, coordination, and evaluation of departments within a school-wide and total university perspective. The department chairpersons operate under University, School, and department policies and procedures. However, the department chairpersons are the key to the accomplishment of the School's goals because department chairpersons are faculty leaders. As line officers to the Dean, each chairperson represents the interests and needs of all program areas within the department as well as the academic and professional development of the departmental faculty and students.

It is the department chairperson's responsibility to see that curriculum integrity is maintained and that department members are kept well-informed of school and university processes and opportunities. It also is the chairperson's responsibility to see that a balance is maintained between each faculty member's teaching research, committee assignments, and service activities. Specific duties and responsibilities are outlined in more detail below. It should be made clear that each department may be organized differently to accomplish these tasks. For example, some departments may organize committees to perform some of these functions.

- I. Administers the affairs of the department and works to enhance the professional development of faculty and students.
 - A. Faculty Affairs
 1. Works with faculty to determine appropriate assignments to instruction, research, and service responsibilities and reviews these activities with faculty members.
 2. Is responsible with faculty members for the preparation of dossiers for the awarding of academic promotions and tenure; prepares an opinion statement regarding promotions and tenure; and initiates annual merit ratings.
 3. Reviews final merit ratings and salary decisions with faculty.
 4. Initiates departmental recommendations for both faculty and student teaching awards and coordinates the preparation of dossiers for each award.
 5. Manages the recruitment of new faculty; prepares job descriptions; meets affirmative action requirements; chairs search and screen committees; interviews candidates and provides evaluative feedback to the dean's office.
 6. Makes recommendations regarding the reappointment of non-tenured faculty.
 7. Chairs regular meetings of faculty, and in other ways communicates with department members regarding matters relevant to the department research, teaching, and service interests.

8. Takes an active role in investigating internal and external sources for securing department resources.
9. Assists with faculty professional development by creating opportunities for, and stimulating, faculty to participate in state, regional, and national activities in teaching, service, and research.
10. Appoints departmental committees.
11. Works with faculty on the preparation of sabbatical leave applications. Forwards sabbatical applications with recommendations.

B. Program Affairs

1. Provides annual department reports regarding course offerings, faculty assignments, enrollments, and projections of future department plans and resource needs to fulfill those plans.
2. Reviews and evaluates department data with the Dean's office.
3. With the Dean's office supervises program secretaries and
4. other support personnel.
5. Works with the Dean's office in allocating space for faculty, staff, AI's, and GA's.
6. Manages department accounts.
7. Initiates and provides leadership for program reviews, evaluation, and improvement.

C. Student Affairs

1. Provides initial and follow-up information to students regarding department programs.
2. Interviews and recommends admission of students, assigns academic advisors, and approves doctoral committees.
3. Coordinates efforts to guide student's professional development including preparation for publications,
4. participation in professional organizations, conferences, and preparation of professional credentials for job interviews.
5. Encourage student recommendations regarding departmental policies and programs.
6. Recommends appointments of AI's and GA's and helps identify various funding sources for students.
7. Assists with placing students

8. Maintains liaison with departmental alumnae.
9. Actively engages in student recruitment.

II. Provides Curriculum Leadership, Management and Evaluation

1. Recommends course offerings, including cross-department as well as program area, and recommends time schedules.
2. Recommends program priorities and provides guidelines to check that program goals and priorities are being fulfilled (utilizing student/faculty evaluations, program profiles, etc.)
3. Participates in school-wide planning.
4. Stimulates the formation and offering of new courses and provides for the disposition of outdated or under-enrolled courses.
5. Defines academic assignments of GA's and AI's with the aid of faculty.
6. Supervises Associate Instructors' teaching assignments, coordinates course descriptions for courses taught by Associate Instructors, and works with Associate Instructors concerning teaching methods and course evaluations.

III. Liaison Tasks

1. Organizes department to establish and carry out department goals and priorities with the aid and cooperation of faculty.
2. Reviews student/faculty disagreements as the first step in the arbitration process.
3. Conducts hearings regarding student academic misconduct when charges are brought by faculty members.
4. Receives student evaluations regarding faculty performance (and documents each one for each faculty member's file).
5. Initiates and recommends changes in the School of Education Bulletins as well as the Graduate School Bulletin based on on-going evaluation of courses.
6. Serves as a contact point for information dissemination and academic advisement for students, parents, and the public at large.
7. Consistent with University and School policies, initiates and coordinates departmental brochures describing course offerings and requirements for various departmental degrees and certifications.

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