



Chair Leadership Academy

Overview of Chair Duties

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Overview of Chair Duties Summary

- ▶ Schedule of Classes – Order of assignment
- ▶ RTP – Reports due and review of PIF and PAF
- ▶ Departmental Budget – O&E, Lottery,...
- ▶ Student Advisement – Probationary/Disqualified
- ▶ Faculty Mentoring
- ▶ Walking the faculty-administrator line
- ▶ Relationship with Dean's Office and Central Administration
- ▶ Implementing departmental decisions
- ▶ Department staff



Schedule of Classes (SOC) Order of Assignment

- ▶ Consultation about SOC can be performed in alternative ways
 - ▶ Course do not belong to specific faculty members
- ▶ Full time faculty has priority
- ▶ Part time pool needs to be approved
- ▶ Order of assignment
 - ▶ 3 year contract
 - ▶ 1 year contract
 - ▶ 1 semester assignment
 - ▶ Emergency hire



RTP Reports Deadlines and process

- ▶ October 25 or before – 2nd year probationary faculty
- ▶ January 24th or before – all other probationary faculty
- ▶ Follow departmental, college procedures – Section 600
 - ▶ 632.2 Professional Preparation
 - ▶ 632.3 Teaching Effectiveness and Direct Institutional Contributions
 - ▶ 632.4 Contributions to the Field of Study
 - ▶ 632.5 Contributions to the University and Community
 - ▶ 632.6 Professional and Personal Responsibilities
- ▶ PIF Organization and Contents
- ▶ Sign PAF



Departmental Budget & Student Advisement

▶ Budget

- ▶ Different accounts for different uses
- ▶ Work closely with department manager and the College Director of Finance and Operations (formerly known as MAR)
- ▶ Keep close tabs on O&E

▶ Student Advisement

- ▶ Probationary students
- ▶ Disqualified students/contracts
- ▶ Student complaints

General Department Chair Duties and Assignments

- ▶ Faculty Mentoring – Class Visitations
- ▶ Walking the faculty – administrator line
- ▶ Relationship with Dean's Office and Central Administration
- ▶ Implementing departmental decisions
- ▶ Relationship with Department staff

Have a sense of humor!

Questions?

YOU WANT IT WHEN?

