

RESPONSIBILITIES FOR DEPARTMENT CHAIRS AND PROGRAM COORDINATORS

(Based upon the *Faculty Manual*, Section 6.1)

1. ACADEMIC SCHEDULING

- **Basic timeline for course scheduling:** We schedule in early fall for the next fall and in early spring for the next spring. Summer scheduling is done at the same time as spring.
- Updating the multi-year departmental course allocation plan every fall semester based on enrollment trends.
- Scheduling of courses with the Office of Academic Affairs. This involves submitting a schedule and subsequent proofreading and follow-up.
- Supervising faculty loads for department members in coordination with the Office of Academic Affairs.
- Schedule maintenance and subsequent follow-up with the Registrar's Office.

2. ADVISING PLANNING AND GUIDANCE

- Helping ACE line up departmental advisors for each semester's new student orientation/registration in advance.
- Where necessary, set guidelines for advisor/advisee distribution.
- Working with Academic Advising and Academic Affairs on assessment of advising for your program.
- Liaising with ACE to ensure your department's advisors are supervised properly.

3. ASSESSMENT ACTIVITIES

- Responsible for [Annual Departmental Assessment Report](#) and periodic Curriculum Review.
- Ensuring that the learning outcomes listed for the majors and master's programs on the [AUP programs](#) website are correct.
- Updating program-course alignments on [SharePoint](#).
- Encouraging faculty to complete course assessments (gOAT) sent out by the IESC office.
- Reminding faculty to ensure the learning outcomes listed for their courses on the [online catalog](#) are correct.

4. COUNCIL OF CHAIRS MEETINGS OR GRADUATE PROGRAM REVIEW BOARD MEETINGS

- Attending the regular meetings for the semester. Full attendance is required for these meetings; you are expected to come to the meetings prepared for the subject(s) to be discussed.

5. DEPARTMENT ADMINISTRATION

- Scheduling departmental meetings. This includes writing agendas and publishing departmental meeting minutes to the department, Council of Chairs, Curriculum Committee, and the Provost. *Note: a minimum of 2 meetings per semester are required. During periods of heavy curricular development, additional meetings may be required.*
- Managing departmental submissions to the Curriculum Committee or Graduate Program Review Board, following published guidelines.
- Being the main point of contact for troubleshooting problems between 1) students and professors and 2) administration and professors.
- Weigh in when needed in [Academic Integrity](#) and [grade challenge work](#).
- Approvals (through Formstack): permission to enroll, over-enroll, internships, directed studies, senior projects, substitutions, waivers, and external course approvals (study abroad), and curricular proposals.

- Reporting Department Honors for graduation to the Registrar's Office.
- Responsible for coordinating with the faculty member assigned to any special projects in which the University is involved (for example institutional self-study and long-range planning) in collaboration with the Provost.

6. SUPERVISION OF FACULTY

- Functioning as the main point of contact for Faculty.
- Functioning as the main point of contact for the Provost to the Department.
- Helping to onboard and mentor new CDI and CDD faculty. For example: ordering books, developing syllabi, understanding expectations and grading, working with Academic Affairs to arrange for office space, and performing class visits.
- Evaluating new faculty within the department within the probationary period (First-Year Review).
- Encouraging faculty to develop in pedagogy, advising, and research with the TLC.
- Ensuring faculty in the department are scheduled to load in liaison with Academic Affairs.
- Making recommendations when required for the Rank and Promotion Committee.
- Making recommendations to the Provost when the teaching performance of a faculty member fails to meet prevailing standards.
- Coordinating/communicating faculty policies and procedures from administration to the department.
- Coordinating, discussing, and signing off on the Faculty Activity Report (FAR) before submission to the Provost.
- Overseeing and reminding faculty to submit syllabi and book orders on time.

7. RECRUITMENT

- Sending requests for new hires with motivations to the Provost.
- **CDI searches:** Organizing and chairing the search committee (unless an alternate chair is named) to hire new CDI faculty. This includes scheduling interviews, campus visits, and classes. Writing the job description in liaison with Academic Affairs and HR.
- **CDD searches:** Work with Academic Affairs and HR to hire the needed CDD contracts for the semester.
- Notifying Academic Affairs and assisting in finding a replacement when faculty are sick.

8. WEBSITE

- Responsible for working with Academic Affairs to ensure departmental content on the website is accurate and current.
- Notify the Communications Department and the Alumni Network about student and faculty publications, activities, and events that would be of interest beyond the campus.

9. HELPFUL LINKS

- [AUP Outcome Assessment SharePoint](#)
- [Department chair and Graduate Program director resources](#)
- [Institutional Effectiveness and Assessment](#)
- [Faculty & Staff Quick links](#)
- [Faculty Support](#)