OFFICE OF ACADEMIC AFFAIRS MEMORANDUM  
No. 98-2  
May 15, 1998

AUTHORITY AND RESPONSIBILITIES OF THE DEPARTMENT CHAIR  
(Supersedes Vice Chancellor's Memorandum No. 78-4 Chair);  
(Supersedes Vice Chancellor's Memorandum No. 78-7 Coordinator);  
(Supersedes Vice Chancellor's Memorandum No. 79-3 Coordinator-Community Outreach Programs);  
(Supersedes Vice Chancellor's Memorandum No. 79-4 Division Chairperson's Authority and Responsibilities);  
(Supersedes Vice Chancellor’s Memorandum No. 96-2 Authority and Responsibilities of the Department Chair)

General Overview

The Department Chair heading an academic/professional area at IPFW is the designated leader and faculty administrative officer responsible for the effective and efficient operation of that unit within the policies, directions, and plans of the campus as a whole.

The Chair is expected to establish and maintain a collegial, productive work climate which ensures the academic integrity and curricular coherence of his/her area.

The Chair serves at the pleasure of the administration and is continued at the option of the university. (Purdue Executive Memorandum B-50 3/16/79 Section D.9, p.6).

Leadership and General Administrative Responsibilities

A.1. To provide the general leadership for the area which results in a productive and positive work climate, collegial relations among faculty, faculty and staff, faculty and students.

A.2. To develop area goals and objectives, planning activities and plans (tactical and strategic) which center the focus for program and budget development in department/area, and are linked to those of the larger academic unit and campus priorities/policies.

A.3. To recommend course schedules and faculty assignments to the Dean which are designed to meet student needs.

A.4. To plan and schedule department/area meetings and events.

A.5. To organize area office schedules and the work of the administrative and office staff.
A.6. To attend department/area functions and activities.

A.7. To control and monitor use of maintenance and equipment in the department/area.

A.8. To ensure that faculty and associate faculty maintain regular, posted office hours.

A.9. To cooperate and coordinate community advisory committees or councils as assigned by the Dean or other appropriate campus officials.

A.10. To administer the use of dedicated space.

A.11. To represent the area/department to the administration, and the administration to the area.

A.12. To monitor the department/area budget.

A.13. To prepare such reports, inventories, and surveys providing such information as requested by the Dean or other campus officials.

A.14. To chair all meetings of the department/area and to serve as its advocate.

A.15. To ensure that classrooms, labs and other storage spaces comply with campus/OSHA and other relevant federal, state, and local regulations as performed by appropriate campus officers.

A.16. Where applicable, to initiate, develop, coordinate and maintain the currency of contracts with multiple agencies where students may have off site or clinical experiences.

A.17. To ensure that all required department/area correspondence is completed in a responsible and timely manner.

A.18. To create and maintain department/area databases.

**Instructional Responsibilities**

I.1. To assist each faculty member in defining his/her creative or research agenda, service and teaching load, and to annually assess the adequacy of both.
I.2. To be active in the development of grants and grant opportunities which will benefit the area and its students.

I.3. To be active in local, regional and/or national associations.

I.4. To recommend to the Dean and other appropriate groups/bodies courses, academic degrees and/or curricula which will enhance and improve the area's instructional program.

I.5. To plan and coordinate appropriate and timely responses through the Dean for the preparation and publication of required accreditation and/or campus data and reports.

I.6. To monitor and coordinate requests for texts, supplies, films and other instructional resources.

I.7. To prepare department/area brochures, newsletters, and other informational reports as requested/directed by the Dean.

I.8. To monitor the quality and integrity of all programs in the department/area, bringing such matters regarding these issues to the attention of the Dean in a timely manner.

I.9. To monitor the implementation of special exams for students, independent study, and to report the results as requested or required by the Dean.

I.10. When requested by faculty colleagues or associate faculty, to engage in peer observation.

I.11. To manage the assessment process which includes curriculum and advising, and where applicable placement, cooperative education and internships.

P.1. To annually prepare written evaluative reports regarding faculty and staff which comply with campus policies and administrative guidelines/timelines.

P.2. To recommend to the Dean appropriate personnel actions and salary adjustments based on evaluative reviews of faculty and staff.

P.3. To recruit, supervise and schedule associate faculty.

P.4. To process grievances regarding faculty and staff through the Dean and to appropriate campus personnel.

P.5. To lead the department/area in the implementation of affirmative action goals and objectives, especially in recruiting minority faculty and associate faculty.
P.6. Where applicable, to assist faculty in acquiring appropriate staff development opportunities which enhance area goals/objectives.

P.7. To coordinate the search and screen process for new faculty/associate faculty with the Dean and other campus personnel offices.

P.8. To provide appropriate and timely career counseling to all faculty/associate faculty when appropriate or requested by them or by the Dean.

**Student Responsibilities**

S.1. To actively search for opportunities to improve student diversity.

S.2. To establish and supervise a system of effective academic student advisement by the faculty and/or staff or advising center.

S.3. Where applicable, to receive, hear and process student queries, criticisms/grievances regarding faculty, associate faculty and/or courses curricula and grades.

S.4. To monitor and audit student progress towards program matriculation/graduation, ensuring all requirements have been met.

S.5. Where necessary and applicable, to establish procedures so that letters for students concerning recommendation, referral, recognition as may be required for admittance, transfer, financial aid, and employment opportunities/scholarships are processed in a timely manner.

S.6. To assist faculty and campus agencies with student placement.

S.7. Where applicable, to establish procedures which assist students in preparing for state or national exams.

S.8. To assist and coordinate alumni functions and publications with academic unit/campus wide efforts.

S.9. To ensure the coordination of department focused student organizations.

**Community Relations**

C.1. To coordinate and direct the department/area linkage/liaison to external agencies/constituencies in cooperation with the Dean's Office.
C.2. To coordinate fund raising activities/phonathons as requested or directed by the Dean.

C.3. To serve as the official spokesperson for the department/area within and without the campus.

Other Responsibilities

D.1. To perform such other responsibilities as assigned by the Dean or other appropriate campus officials.

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Fenwick W. English
Vice Chancellor for Academic Affairs