DEPARTMENTAL ORGANIZATION

The Statute of Instruction, Section I of the Faculty Handbook

Section 6 - Subdivisions of the Faculty

A. Departmental Organization

1. Selection of a Chairperson

   New departmental chairpersons shall be members of the teaching faculty and shall be designated by the President for a specific term, the term normally not to exceed four years. The Committee on Teaching Staff and Tenure shall recommend the chairperson to the President, following an advisory ballot of all members of that department. Normally a chairperson shall be apprised of the appointment no later than March 15.

2. Duties of Chairpersons

   a. The chairperson shall be the executive officer of the department, and shall be responsible to the department, to the Faculty and to the President for the proper functioning of the department.

   b. After consultation with the assembled members of the department and with the Provost, the chairperson shall recommend to the President suitable candidates for the Faculty.

   c. After consultation with the assembled members of the department, the Dean for Curriculum and Academic Engagement, and the Committee on Educational Policy, the chairperson shall determine and plan the departmental curriculum.

   d. After consultation with the assembled members of the department, the chairperson shall submit to the Provost a job description for each position approved within a department. Upon the approval of the job description by the Provost, the chairperson shall initiate the search by appointing a search committee chair, who may be the department chairperson him/herself. (see Guidelines for Faculty Hires in Selected Policies and Procedures of the Faculty Handbook)

   e. The chairperson shall represent the department at the meetings of chairpersons of departments and interdepartmental programs.