

Roles and Responsibilities for CAS Chairs

Department chairs are faculty with allocated load hours to perform the essential administrative duties of their respective department. Chairs directly report to their respective Assistant Dean and are 9- or 12-month faculty and full-time per the faculty load hour model. Chairs of the CAS will promote an innovative and inclusive working environment that is forward-thinking and strives for diversity, equity, and inclusion of people, perspectives, and ideas. In collaboration with their Assistant Dean, chairs will also support the strategic direction of their respective School and College.

These positions are intended to have a term of three years with the option of a second three-year term at the discretion of the Assistant Dean and Dean of CAS and the Provost.

Primary Responsibilities:

- Serves as the primary evaluator of scholarship (using approved disciplinary rubric) for all department faculty unless disciplinary expertise lies with a Curriculum Director.
- Observes New Faculty in department between Week 4-8 and review the observation upon request
- Contributes to the Annual Faculty Evaluation (AFE) process, particularly around scholarship
- Directs and supports curriculum development in the department or program, in collaboration with Curriculum Director (if applicable) and the Assistant Dean
- Reviews Program Learning Assessment report from program TLC representative
- Manages department schedule of courses and teaching assignments
- Mentors academic unit faculty (full-time and adjunct)
- Coordinates adjunct hiring and prepares hiring documents
- Supervises or assign supervision of work study students as appropriate
- Manages academic unit budgets
- Oversees faculty load hours for department faculty
- Hosts at least 2 academic unit meetings per term
- Manages distribution of advising
- Completes annual department summary report for the Provost's office
- Prepares necessary reports for APC, catalog updates, accreditation, etc., unless expertise lies with the Curriculum Director
- Supports recruitment and marketing initiatives