



# 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 – 2<sup>nd</sup> year probationary faculty
- ▶ January 24<sup>th</sup> 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?**

