Summer Department Chair Responsibilities

1. Prepare Department Annual Report, analyze assessment data, and complete any required accreditation or professional association reports.
2. Sign various forms, including requisitions, special studies, travel forms, key requests, leave requests from staff through ESS, etc.
3. Respond to requests for information or help from:

Prospective students & parents seeking information about the department and its programs;

Students seeking information on co-ops, internships and study abroad opportunities,

Dean’s office,

Associate Provost (faculty load),

Admissions (prepare letters for prospective students),

Finance (new purchasing cards),

Certification office (evaluate transcripts for prospective Certification students), etc.

1. Respond to request and needs as they arise regarding summer courses and workshops. Facilitate the approval of adjunct faculty for summer teaching responsibilities.
2. Pass along information to department faculty, examples include but are not limited to:

Reaccreditation by Middle States,

Information from accrediting bodies and professional associations,

SSHE Academy for Information Technology,

Security issues (break-ins, etc),

Scheduled power outages and other maintenance issues.

1. Orientation and advising for students.

Plan and prepare materials for Fall orientation session

Advise new students, especially transfers. Meet individually with transfer students to plan schedules.

Advise students regarding Advanced Professional Studies (APS) issues which may result in changing enrollments based on student success/failure in meeting requirements.

1. Plan for fall semester.

Review previous year’s expenditures and draft budget for upcoming year.

Order equipment and supplies for fall semester.

Review room assignments, office space, and room key assignments.

Staff courses when vacancies occur.

Finalize winter and spring schedules.

1. Facilitate entry of new faculty: meet with new full-time faculty during their orientation, submit all necessary papers and follow procedure to hire TPTF’s for the fall.
2. Deal with problems and unanticipated situations, such as:

Last minute problems with fall schedule

Issues raised by faculty members

Student complaints

Facility issues and concerns

1. Review and revise marketing materials, web content, etc.
2. Special projects. Examples:

Working with donor and Development Office to establish a new Scholarship

Review and revise department Student Handbook

Review student records for “retention in major”

Prepare Affiliation Agreements with external agencies

Supervise special programs or initiatives of the department

1. Regularly monitor enrollments in summer and fall courses, work with Dean to close under-enrolled sections and open new sections as necessary.
2. Supervise departmental staff. Conduct Performance Evaluation of staff.
3. Provide information on accessibility when not on campus; ensure that office is covered with an acting chair who can respond to issues when the department chair is out of town.

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