



Approved by Dr. Glenn: July 2011

Revised: May 2013

Revised: March 8, 2017

Revised: May 20, 2019

Revised: April 22, 2024

Revised: October 7, 2024

Description Owner: Provost/VP for Academic Affairs

### **JOB DESCRIPTION: Academic Department Chair**

In addition to performing the duties assigned to full-time faculty members at Athens State University, a Department Chair is the administrator of an academic unit. The Department Chair is responsible for the daily operation of the department and department programs. Chair responsibilities are classified as professional duties requiring leadership and mentoring of faculty, administrative expertise including vision, long-term and short-term planning, decision-making, and coordination of instruction.

In order to stay current on new developments and pedagogy in their respective subject area, the Department Chair maintains relationships with local, regional, and national associations. The chair attends local, regional, or national conferences in the discipline or creates the opportunity for others to do so and shares what was learned with the department faculty. The chair seeks out new ideas and initiatives and introduces them to the department.

The Department Chair is entitled to four course releases during the contract year and will work with the college Dean to plan these releases effectively for the departments and the college using at least one course release each semester to provide the time needed to perform chair duties.

Department Chairs are appointed for a term of three years by the Dean of the college, with review and final approval by the Provost. The appointment is made only after considering the input and advice of the faculty of the department.

#### **Qualifications:**

- Terminal degree is preferred; a master's degree with at least 18 hours in their assigned discipline is required;
- Holds faculty rank of associate professor or higher and is tenured in the college of their appointment;
- Administrative experience or evidence of leadership qualities;
- Prior teaching experience; and
- Excellent communication and human relation skills.



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### **Essential Functions:**

- Prepares, in consultation with the Dean, each semester's course schedule
- Recommends the creation or deletion of course sections in advance of each semester to ensure appropriate course enrollment
- Assists in the creation, evaluation, and improvement of courses and curriculum ensuring that each course offered within the program is up-to-date, and correct, and provides appropriate student engagement using optimal modalities and pedagogies
- Maintains relationships with local, regional, and national associations
- Stays current on new developments and pedagogy in their respective subject area
- Seeks out new ideas and initiatives and introduces them to the department
- Conducts annual performance reviews of department faculty and adjuncts
- Recommends faculty members to the college Dean for teaching and research awards
- Identifies, recommends, and mentors adjunct faculty
- Leads assessment for each program within the department
- Responds to student concerns and attempts to resolve those concerns before elevation to the college Dean
- Represents administration to faculty and faculty to administration
- Considers faculty input for departmental decisions to ensure all departmental units are represented
- Working with faculty, oversees curriculum development and revision as needed
- Engages in, encourages, and supports department faculty with scholarly activities and the development of quality curriculum and instruction
- Leads departmental accreditation and program reviews
- Authorizes leave requests
- Assists the college Dean with budget development
- Communicates regularly with the Dean concerning personnel matters within the department
- Advocates to the Dean for departmental needs and priorities
- Performs other duties as assigned by the college Dean, Provost, or President



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**Evaluation:**

As part of the annual faculty evaluation, each Department Chair will be evaluated by their Dean on both their faculty role and Department Chair responsibilities.

**Reporting:**

A Department Chair reports to and serves at the pleasure of their college Dean, the Provost, and the President in ascending order.