AMENDED (amendments in bold & underlined) MOTION

From the University Committee that the following Guidelines be made into a Selected Academic and Administrative Policy

Department Chair - Suggested Guidelines for a Position Description

These guidelines are provided to facilitate implementation of the Department Chair Duties as presented in UWM Policies and Procedures, 4.07. Deans and their respective department chairs (or equivalent) are strongly encouraged to annually review department chair position expectations, preferably before the start of fall semester. The following listing represents the various potential position expectations of department chair that should be discussed and clarified. The list is not intended to be prescriptive of all school/college chair roles, but is intended to provide discussion items for deans and their chairs to consider.

1. The Dept Chair provides leadership in marketing the department's programs to potential students and the broader community.

Determining that all necessary records of meetings, teaching, research and public service of the department are properly kept and are always accessible to the proper authorities.

(Document 984, 5/4/76; UWM Administration approval, 5/25/76; Regent approval, 7/76)

2. The Dept. Chair provides leadership in understanding and implementing UWM personnel policies.

3. The Department Chair provides leadership in personnel activities of the department by:

   a. Articulating new or replacement faculty/staff positions in consultation with Department Executive Committee. Coordinating faculty/staff searches and contracting in cooperation with Department Executive Committee and other necessary campus administrative units.

   b. Coordinating annual faculty/staff merit review process. Conducting Merit Committee meeting during review process. Informing the Dean of Merit Committee's merit recommendations and articulating other areas for merit consideration. Informing each faculty member of the Merit Committee's recommendation and comments.

   c. Initiating and scheduling post tenure review process in cooperation with Departmental Executive Committee. Informing faculty members of the Executive Committee's evaluation and recommendations.

   d. Working with probationary faculty/staff to clarify departmental and divisional criteria for promotion and tenure/indefinite appointment. Supporting faculty opportunities for research, publishing, or creative work.
e. Working with probationary faculty/staff in preparation of promotion and tenure documents. Schedules promotion and tenure committee meetings, overseeing the solicitation of evaluations from external reviewers approved by Executive Committee, calling meeting and setting agenda for Executive Committee’s consideration of promotion and tenure, assuring UWM requirements for deadlines and notification are followed, conducting meeting, preparing letter of recommendation from Executive Committee to the Dean.

f. Applying departmental work load policy in equitable manner and facilitating department and school committee assignments for faculty and staff.

g. Supervising department administrative staff and facilitating the training required to do their jobs.

4. The Department Chair takes the initiative in student related issues by:

a. Facilitating faculty/student communication regarding all problems related to academic issues,

b. Communicating with School or College advisors and facilitating program interactions, advising, etc., and

c. Working to enhance department outreach and alumni relations.

5. The Department Chair provides budgetary leadership by:

a. Developing and administering process to solicit and monitor instructional funding requests for; supplies and expense (S&E), additional sections or special courses as required, graduate student assistance, and work study assistance.

b. Working with faculty and staff to establish and justify departmental budgets, carrying out budgetary responsibilities, monitoring expenditures, contracts, time cards, and major purchases.

c. Developing plan and seeking funding for technology upgrades, equipment replacement, and classroom and laboratory remodeling

6. The Department Chair provides leadership in curricular development and program reviews by:

a. Advocating and facilitating curriculum review and implementation

b. Working with faculty to develop new courses or revise courses to meet new requirements
c. Submitting new courses, major revisions of existing courses, and deletion of courses proposed by the department for action by appropriate course committee and by the dean.

(Document 909, 2/27/75; UWM Administration approval, 3/29/75; Regent approval, 3/5/76)

d. Taking responsibility for accuracy of UWM Undergraduate and Graduate Bulletin copy

e. Coordinating class schedules, including summer and Uwinterim

f. Advising faculty about proposed school or university changes and implications for departmental programs

g. Coordinating review of undergraduate programs and Graduate School review of graduate programs when required

7. The Department Chair provides leadership in research activities by:

a. Seeking extramural/intramural funding

b. Reviewing and approving all extramural/intramural proposals

RATIONAL

A group of department chairs drafted a document with substantial revision to UWM 4.07. The University Committee reviewed their request and determined the amount of desired specificity was more appropriate for inclusion in a Selected Administrative and Academic Policy than incorporated into UWM 4.07. Accordingly, a minor change in 4.07 is recommended with a companion document that creates a new SAAP for elaboration.

2002-03 UNIVERSITY COMMITTEE MEMBERS
Marcia Parsons, Chairperson
Laurie Glass
William Holahan
Ronald Perez, pres pro tem
Erika Sander
Mark Schwartz
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Codification Committee does not review SAAP language

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