APPENDIX E
Position Description for Department Chair

The specific manner in which a Department Chair carries out the duties set forth in Section B, Article 20, will vary according to such matters as department size, and pertinent campus departmental policies and procedures. The Department Chair acts on behalf of the department. The following sample position description sets forth the typical duties and responsibilities of the chair but does not constitute supervision under PELRA, Minnesota Statutes § 179A.03, Subd. 17.

1. Develops department budget and administers it according to university, college and department policies.
2. Directs student advising program.
   1. Coordinates department interactions with student organizations.
   2. Coordinates department student recruitment activities.
3. Ensures that student concerns and complaints are properly addressed.
4. Develops proposed department class schedule and long term schedule for course offerings.
5. Coordinates handling or curricular proposals and new program planning.
6. Chairs department meetings and coordinates department committee activity.
7. Facilitates department planning activities including goal setting and integration with institutional goals and objectives.
8. Prepares reports and other information for college and university administrative officers.
10. Coordinates department grant and other externally supported activities.
11. Coordinates publication, public affairs and alumni activities.
12. Develops a proposed hiring plan for departmental action and makes recommendations to the Dean, such as position requests.
13. Coordinates department hiring activities.
14. Orient new faculty to department and assists faculty with professional development planning.
15. Directs non-unit employees and student workers.
16. Supports department members in the conduct of other duties such as scholarly activity and community service.