

DEPARTMENT CHAIRS/ ASSISTANT CHAIRS/ PROGRAM DIRECTORS/ COORDINATORS/ SUPERVISORS

Academic departments and degree programs are typically supervised by a full-time faculty member with administrative responsibilities who serves as the academic leader and administrator of a department (undergraduate) or program (graduate), and who is responsible for establishing and successfully carrying out strategic plans that are consistent with the academic goals of the University.

In coordination with department or program faculty, the department chair/assistant chair/program director/coordinator/supervisor develops and evaluates curriculum, recommends new and revised programs of study, seeks and recommends full-time, part-time, and adjunct faculty, and with the department or program faculty establishes measurable goals related to outcomes assessment of the department programs and student learning. In general, the Chair/Assistant Chair/Program Director/Coordinator/Supervisor manages the following areas and establishes outcomes for these areas: faculty development, student majors, student advising, student achievement, curriculum development and evaluation, assessment plans and reporting of assessment data, and operating costs as related to the budget.

Department Chairs/Assistant Chairs/Program Directors/Coordinators/Supervisors are also expected to maintain a significant and consistent presence each week. At minimum, Chairs, Assistant Chairs, Directors, and Coordinators are expected to be available to respond to student and faculty needs, to attend meetings and troubleshoot issues as they arise, to provide visionary leadership of their respective programs, engage faculty in the curriculum and ensure student satisfaction, monitor and conduct assessments of programs (student learning outcomes and program effectiveness), proactively address retention issues, ensure ongoing, meaningful faculty development and work collaboratively and responsively with the Admissions Office to ensure adequate program enrollments.

Department Chairs/Assistant Chairs/Program Directors/Coordinators/Supervisors may be appointed by their deans for a limited-term, and responsibilities for chairing departments should rotate among faculty where possible.

Department Chairs/Assistant Chairs/Program Directors/Coordinators/Supervisors whose contracts are for less than 12 months should be available during summer months for handling department/program issues, completing hiring of adjunct faculty, monitoring curriculum development, completing assessment data and ensuring that data is entered in appropriate places, advising students, and covering admissions events and are eligible to receive additional compensation in the form of stipends (e.g. summer stipends).

Department Chairs/Assistant Chairs/Program Directors/Coordinators/Supervisors whose contracts are 12 months are not eligible to receive additional compensation in the form of overloads or stipends (including summer stipends) for duties that are already compensated for through the administrative course release or are assumed to be part of the

position description (e.g., new course development and preparation, curriculum development, program planning).

Primary Responsibilities

The academic department Chair/Program Director/Coordinator:

- Provides effective management of the affairs of the department/program;
- Serves as the initial point of contact for troubleshooting student issues within the department and working with campus partners toward resolution, consistent with the Student Complaint Policy and Process;
- Sets goals and accomplishes them with the cooperation of other faculty within and outside of the department/program;
- Leads the department's/program's planning efforts;
- Recommends and monitors the budget to ensure cost-effective use of available resources;
- Administers university policies;
- Represents the department/program on appropriate committees and to external constituencies and reports back to department/program faculty;
- Interviews and recommends for hire full- and part-time faculty;
- Evaluates adjunct faculty, according to established guidelines;
- Engages in initiatives to ensure the creation, development, monitoring, and evaluation of sound curricula and high-quality instruction;
- Ensures assessment of student learning outcomes and institutional effectiveness;
- Reports assessment data according to the schedule provided by Academic Affairs;
- Advises students, assists with retention efforts, and ensures that all students receive academic advising;
- Oversees Directed Studies on a case-by-case basis; and
- Performs related work as required.

Position Qualifications

- An earned doctorate or terminal degree in the field and a publication record sufficient to merit the rank of associate professor in the department are preferred;
- A record of successful teaching and professional service;
- Ability to communicate clearly and effectively with faculty, students, staff, and administration;
- Understanding and ability to engage in appropriate student learning outcomes assessment practices for the department;
- Ability to use the University's resources, notably technology, to promote effective teaching and learning;
- Competence in planning, budgeting, and management of the department or program within prescribed fiscal constraints;
- Interest, initiative, and ability to develop and evaluate programs in the department; and
- Commitment to fostering a positive attitude and environment.

Evaluation of Department Chairs/Program Directors/Coordinators

Department Chairs/Program Directors/Coordinators at Bay Path University are required to complete and submit the Annual Academic Department Chair and Administrator Performance Appraisal report by April 15 of each year. As part of this submission, the Department Chair/Program Director/Coordinator should also submit the summary of assessment activities for the department/program for the previous

year, including a report on data collected, meeting to discuss finding, and actions or decisions based on those data.

For evaluation of teaching, scholarly and creative activity, and community service, department chairs/program directors/coordinators should use the same evaluation form and follow the same guidelines as those for the evaluation of full-time faculty (see Faculty Evaluation (<https://catalog.baypath.edu/faculty-handbook/faculty-policies/faculty-evaluation/>) and Faculty Promotion in Rank (<https://catalog.baypath.edu/faculty-handbook/faculty-policies/faculty-promotion-rank/>)).

These annual reports and summaries of assessment activities serve as the basis for the evaluation of the Department Chairs/Program Directors/Coordinators by the Dean of the appropriate School. The evaluations become part of the Department Chair's/Program Director's/Coordinator's personnel files.