



# FLORIDA ATLANTIC UNIVERSITY

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## PROVOST'S MEMORANDUM 2004-08

TO: Provost's Council, Chairs and Directors

FROM: John F. Pritchett  
University Provost and Chief Academic Officer

DATE: August 23, 2004

SUBJECT: **JOB DESCRIPTION: DEPARTMENT CHAIR/SCHOOL DIRECTOR\***

### Purpose:

As of January 7, 2003, the Florida Atlantic University Board of Trustees became the public employer for FAU employees. This, and subsequent actions by the Florida Board of Governors, has resulted in many new roles and responsibilities devolving to local institutional authority. This revision of a new job descriptions for Department Chairs/School Directors that became necessary because of these new responsibilities reflects the 2003-2006 FAU BOT/UFF Collective Bargaining Agreement and suggestions made by the UFS Adhoc Committee on Department Chairs/School Directors. This memorandum supersedes all previous Provost's memorandums in regard to the appointment, compensation and assignment of Department Chairs/School Directors.

### Appointment:

Department Chairs/School Directors are appointed by the Dean, in consultation with the faculty and with the concurrence of the Provost. The appointment of a Chair/Director is not for a fixed term. The length of the appointment will be determined by the Dean, utilizing, at a minimum, one or both of the following:

- An annual evaluation of the performance as Chair/Director to be conducted by the Dean, in consultation with the faculty. As a guiding principle, the evaluation should be developed by the respective Deans so as to reflect the assignment and Job Description.
- An in-depth review of the Chair/Director to be conducted by the Dean no less frequently than every five years. The review procedure is to be established by the Dean in

consultation with and concurrence of the Provost.

**Compensation:**

Department Chairs/School Directors serve on a twelve-month basis and the appointment will therefore generally entail converting the individual's appointment from nine to twelve months. In addition, Chairs/Directors will accrue and use annual leave according to existing university policies. In recognition of the added responsibilities of the Chair/Director an additional salary stipend may be approved for the period of service in this role. The amount of this stipend may vary depending on the size and complexity of the Department/School and any special circumstances that may exist.

**Assignment:**

Chairs of Departments and Directors of Schools are appointed by the Dean and responsible to the Dean for the normal operations of their respective units on all campuses. While the academic assignment given to the Chair/Director by the Dean must include distinctly administrative responsibilities for supervision, management, development and leadership of the academic unit, it may also include teaching and research/creative activity. The details of these responsibilities will be determined by the Dean and may include, but are not limited to, any of the following, depending on the needs of the individual unit.

**Department/School Management and Development:**

Managing the department/school office and its operations, ensuring that it is run in a professional, responsible and effective way

Overseeing the maintenance, safety, and security of facilities and equipment

Governing the use of department/school resources within the framework set by the college and university policy

Developing and administering resources and facilities necessary to support the research and creative work of the faculty

Developing and implementing strategic plans for the acquisition and maintenance of resources necessary to the curricular and scholarly development of the unit, within the limits of available resources for the acquisition and maintenance of resources

Developing and implementing external funding efforts within the context of the college's and the university's efforts

Representing the department/school, college and university creditably to external constituencies

Leading the unit's planning efforts, developing unit goals within the framework set by the college and university goals

Proposing and managing the unit's budget

Drafting and submitting the unit's annual report as well as other reports requested by the college or university

Planning, organizing and leading effective department/school meetings

**Faculty Development and Staff Supervision and Development:**

Supervising and evaluating faculty and staff in regard to all aspects of their assignments, including evaluation of performance as required for assignments, annual evaluations, third year reviews, promotion and tenure decisions, merit/salary increases, special bonuses and awards, sabbaticals, non-renewal, non-reappointment, discipline and termination

Working with faculty to develop plans for their professional development in instructional as well as scholarly and creative work

Working with faculty and staff to develop professional improvement plans for areas of the assignment where there is unsatisfactory performance

Leading faculty in the development and implementation of appropriate criteria for annual evaluation, promotion, and tenure

Overseeing, mentoring, and actively working to enhance the development, work environment, and opportunities for faculty and staff

Leading the faculty in curricular development, including ongoing review of curricular effectiveness

Leading the faculty in assessment efforts and being responsible for the department's assessment process

Maintaining appropriate records of faculty assignments, evaluations, credentials, and other personnel matters, understanding the confidential nature of some of these records

Preventing and resolving conflict among faculty and staff that damages the effective functioning of the department

Responsibility for oversight of all activities within the department and may impose

discipline, as appropriate, when faculty or staff behaviors interferes with the effective functioning of the department/school

Displaying and encouraging the highest standard of professional and responsible behavior

Appointing or, as appropriate, ensuring the election of unit representatives to college and university committees

Supervising faculty assigned to department activities such as direction of graduate or undergraduate programs

Leading the development of assessment of the scholarly/creative work of the department/school

Providing leadership for the responsible, systematic and effective recruitment of tenure-track, non-tenure track, and adjunct faculty

Ensuring that faculty are aware of and responsive to college and university policies relevant to their instructional, service, and scholarly/creative work

#### **Curricular and Major Management and Development:**

Building an effective schedule that serves the curriculum as well as the goals set by the college and university

Assigning faculty to teach scheduled offerings

Monitoring enrollments closely and adjusting course schedules and instructional assignments as necessary

Leading the faculty in curricular development, within the confines of college and university policies and resources

Facilitating and supporting the recruitment of students into the major

Leading the faculty in the assessment of the effectiveness of the curriculum

#### **Student Affairs:**

Providing for the effective and responsible advisement of students

Maintaining appropriate and thorough records of instructional work as required for accreditation as well as college and university policy

Developing and providing opportunities for students to resolve difficulties/grievances with faculty and staff

Providing for appropriate and thorough student and peer review of instruction

Maintaining appropriate student records

**Additional Administrative Responsibilities:**

Serving as a member of the Dean's Executive Committee

Serving as a liaison between the faculty and the Dean and the Associate Deans

May be designated by the Unit Head as the Step One Representative for a grievance.

Serving on the Advisory Council of the University's Collective Bargaining Team

Participating in the Chairs Leadership Series and other professional development opportunities for Chairs/Directors

Representing the unit at special academic events, such as Commencement and Honors Convocation

\*Includes Directors of academic units other than Schools who report directly to the Dean and whose units are degree producing

Contact: Office of the Associate Provost of Personnel

Local (561) 297-3068, SUNCOM 238-3068

JFP/ev (Provost's Memorandum 2004-08)