



FLORIDA ATLANTIC UNIVERSITY

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July 28, 2004

PROVOST'S MEMORANDUM 2004-07

TO: Provost's Council, Chairs, Directors and Library Department Heads

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

SUBJECT: **JOB DESCRIPTION: LIBRARY DEPARTMENT HEADS**

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 is one in a series of new job descriptions that become necessary because of these new responsibilities.

Appointment:

Department Heads are appointed and evaluated by the Director of Libraries and/or Associate/Assistant Directors and with the concurrence of the Provost. The appointment of a Department Head is not for a fixed term. The length of the appointment will be determined by the Director and/or Associate/Assistant Directors utilizing the annual evaluation of the performance as Department Head.

Compensation:

Department Heads serve on a twelve-month basis. In addition, Department Heads will accrue and use annual leave according to existing university policies. In recognition of the added responsibilities of the Department Head 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 and any special circumstances that may exist.

Assignment:

Department Heads are appointed by the Director of Libraries and are responsible to the Director for the normal operations of their respective units on all campuses. The assignment given to the Department Head by the Director and/or Associate/Assistant Directors must include distinctly administrative responsibilities for supervision, management, development and leadership of the personnel and operations of the department; it may also include instructional and research/creative activity. The details of these responsibilities will be determined by the Director and may include, but are not limited to, any of the following, depending on the needs of the individual unit.

Department Management and Development:

Manage the department and its operations, ensuring that it is run in a professional, responsible and effective way

Oversee the maintenance and security of facilities and equipment

Govern the use of department resources within the framework set by the library and university policy

Develop and administer library resources and facilities necessary to support the research and creative work of the faculty

Develop and implement long-range library strategic plans for the acquisition and maintenance of resources necessary to the curricular and scholarly development of the unit

Represent the department, library and university creditably to external constituencies such as donors, foundations, and accrediting agencies

Lead the department's planning efforts, develop unit goals within the framework set by the library and university goals

Propose and manage the department's budget

Draft and submit the department's annual report as well as other reports requested by the library or university

Plan, organize and lead effective department meetings

Faculty and Staff Development and Supervision:

Supervise and evaluate faculty and staff in regard to all aspects of their assignments, including evaluation of performance as required for assignments, annual evaluations,

merit/salary increases, special bonuses and awards, sabbaticals, sustained performance evaluations, non-renewal, non-reappointment, discipline and termination

Work with faculty and staff to develop plans for their professional development in operational, instructional as well as scholarly and creative work

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

Lead faculty and staff in the development and implementation of appropriate criteria for annual evaluation, and promotion

Oversee, mentor, and actively work to enhance the development, work environment, and opportunities for faculty and staff

Lead the faculty and staff in collection, curricular, technical and operational development, including ongoing review of effectiveness

Lead the faculty and staff in assessment efforts and be responsible for the department's assessment process

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

Prevent and resolve conflict among faculty and staff that may damage the effective functioning of the department

Implement university personnel policies, as appropriate, when faculty or staff behavior interferes with the effective functioning of the department

Display and encourage the highest standard of professional and responsible behavior

Recommend appointments for the election of unit representatives to college and university committees

Supervise faculty and staff assigned to department activities

Lead the development and assessment of the operational work of the department

Provide leadership for the responsible, systematic and effective recruitment of line and adjunct faculty

Ensure that faculty and staff are aware of and responsive to library and university policies relevant to their operational, instructional, service, and scholarly/creative work

Operations and Major Management and Development:

The Libraries' Department Heads recognize that they must coordinate functions interdepartmentally for the optimum utilization of resources, and to achieve the common goals expressed in the Libraries' mission statement. Specific areas of responsibility may include the following:

Ensure that learning resources and services are adequate to support needs of faculty, students and staff

Assign and supervise faculty and staff to provide point-of-use instruction, personal assistance in conducting library research, and traditional reference services

Develop and provide opportunities for faculty, students and staff to learn how to locate, evaluate and use information to become independent life-long learners

Ensure that library collections are catalogued and organized in an orderly, easily accessible arrangement following national bibliographical standards and conventions in order to support research and the academic programs

Supervise the acquisition of and payment for information and library materials

Monitor the collection development of resources, and oversee both selection and retention/preservation of materials

Supervise the procedures for the preservation of materials in the collection

Supervise interlibrary loan services to ensure access to print and non-print materials not held by the university

Supervise and incorporate technology into the library operations to provide access to library services and resources

Additional Administrative Responsibilities:

Represent needs of faculty and staff in the unit to the Director and others responsible for the supervision of the unit

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

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

Serve on the Advisory Council of the university's Collective Bargaining Team

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

Contact: Office of the Associate Provost
Local (561) 297-3068, SUNCOM 238-3068
JFP/ev (Provost's Memorandum 2004-07)