

ARTICLE VI - SELECTION AND RESPONSIBILITIES OF DEPARTMENT CHAIRS, PROGRAM AREA CHAIRS, AND DEPARTMENTAL AND LIBRARY PROCEDURES

The provisions of this Article VI shall be of no application to part-time members of the bargaining unit except as otherwise provided in Article I, Section F.

No person who is a member of the bargaining unit by reason of the fact that he/she holds a temporary appointment of the kind described in Section C(6) of Article XX shall be entitled to vote in any election conducted pursuant to the provisions of this Article VI; or participate in the nomination, selection or recall of a department chair; or serve on any search committee established pursuant to this Article VI.

A. RESPONSIBILITIES OF THE DEPARTMENT CHAIR

Each Department Chair shall exercise professional leadership in the department, shall conduct the routine operation of departmental affairs and shall take appropriate initiative in recommending the development of the curricular and resource requirements of the department. Where applicable, his/her responsibilities shall more specifically include but shall not be limited to the following:

1. in accordance with the other applicable provisions of this Agreement, providing for the scheduling of courses assigned to the department and classes, academic advising, independent and intra-departmental and interdisciplinary learning programs, student practica, fieldwork and internships, faculty research, and other student and faculty activities within the department; **The Department Chair will assign teaching modality following the recommendations from the Department Curriculum Committee and consultation with faculty;**
2. making recommendations regarding the extension or modification of the curriculum structure within the department to strengthen the University's programs and to endeavor to provide students with maximum accessibility to the University's offerings;
3. assisting in the conduct of periodic academic program reviews and outcome assessments to strengthen and update the curriculum;
4. assisting in the recruitment of faculty;
5. periodically submitting requests for supplies, equipment, library holdings and other needs of the department;
6. maintaining communication with students, prospective students and other faculty at the University relative to departmental matters;
7. assigning on a fair and equitable basis student advisees to members of the faculty of the department; operating and monitoring the advising program of the department to provide for the quality of such program and, where appropriate, its proper interaction with the advising program of the University; and evaluating each faculty member in the department with respect to the quality of advising as it is rendered by him/her to students;

8. supervising members of the faculty in the department and conducting faculty evaluations;
9. advising faculty members of the receipt of any substantial complaint of a student or member of the faculty which the Department Chair believes may affect the employment status of the faculty member;
10. seeking, where appropriate, to resolve informally complaints made against faculty and to resolve conflicts between a student and a faculty member or between one member of the faculty and another;
11. preparing annual and long-range academic and budgetary plans for the department;
12. maintaining an inventory of academic and instructional equipment assigned to the department and developing a long-range plan for the replacement of equipment;
13. meeting regularly with the Vice President and/or Dean or Deans and from time to time with members of the department and with the appropriate departmental committees in order to coordinate the interaction of departmental programs and activities with one another and with the programs and mission of the University and to facilitate the discharge of the responsibilities set forth above;
14. making recommendations concerning class sizes;
15. supervising clerical and other non-unit staff where appropriate; and
16. carrying out such other assignments as may be made from time to time by the Vice President.

A Department Chair shall not be required to sign off on an ethics disclosure form regarding faculty use of self-authored course materials in classes.