Mission Statement: **Handbook Subcommittee:  Suzanne Hickman, John Karsnitz,  Mike Martinovic, and Aigli Papantonopoulou**

The College of New Jersey Department Chairs and Program Leaders are elected by their faculty to provide academic, program, and department leadership. Working in a unique union environment, these specially designated faculty members are the critical link among faculty, students, and administration. Chairs and Program Leaders provide leadership in developing a shared Department or Program Vision that supports the College Mission and represent their department or program perspective on college-wide issues. Chairs and Program Leaders provide service to their faculty and students by promoting program excellence, encouraging excellence in scholarship and teaching, fostering community and collegiality, and providing outreach to the community and stakeholder groups.

*Approved Unanimously by the Ad Hoc Committee on Department Chairs and Program Leaders: March 22, 2006. Presented to Faculty Senate April 19, 2006.*

Job Description for Department Chairs
and Program Leaders

“The College/University shall provide the Department Chairperson and faculty within the department a copy of the job description of the duties and responsibilities of the Chairperson position.” (AFT Contract, 2007)

**Duties and Responsibilities
Department/College Leadership**

* Oversee the development of a vision statement within the context of the College Mission
* Oversee the development of a dept. strategic plan
* Oversee the development of dept. disciplinary standards
* Serve as a teacher/scholar model
* Provide a critical link among faculty, students, and administration by building community
* Provide liaison with internal & external stakeholders

**Duties and Responsibilities
Department/College Leadership**

* Provide support for professional or academic societies
* Represent the department or program perspective on college-wide issues
* Encourage faculty to serve on department, school, and college-wide committees
* Oversee new program(s) development
* Oversee resource development (grants/research)

**Duties and Responsibilities
Administrative (Department)**

* Plan & conduct department meetings
* Oversee adherence to administrative and academic policies (course approvals, etc)
* Oversee development of schedule
* Ensure a smooth registration process
* Oversee department web site and other publications
* Oversee assessment and accreditation
* Oversee budget development including faculty travel,
academic equipment, computers, and facilities
* Oversee office operations including repository of documents

**Duties and Responsibilities
Administrative (Faculty/Staff)**

* Request faculty line(s) and oversee the search process
* Establishing a *Department Personnel Committee* (DPC)
* Ensure operations of all department committees
* Oversee new faculty mentoring
* Oversee tenure and promotions processes
* Support applications for internal and external grants
* Oversee completion of *Faculty Professional Activities*form (MOA#62)
* Ensure equity and transparency in all assignments
* Recruit and supervise adjunct faculty
* Recruit and supervise staff

**Duties and Responsibilities
Administrative (Students)**

* Maintain student privacy rights in department records
* Oversee student travel
* Oversee student grievance procedure
* Promote quality advisement
* Update program planners and UG/G bulletins
* Provide appropriate class offerings
* Approve students for graduation