

PURDUE

UNIVERSITY

NORTH CENTRAL

Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No. 2-2008

Dated February 24, 2009

ACADEMIC CHAIRPERSON POSITION DESCRIPTION

The position of academic chairperson is designed to provide first-level management for academic departments and all faculty and staff assigned to the department. The chair is responsible for providing academic leadership within the department and representing the faculty of the department on campus and to off-campus constituencies.

A. Required Responsibilities:

1. Academic Management:

- a. chair the hiring process for all new faculty
- b. coordinate periodic peer review of all full-time and part-time faculty of the department
- c. ensure the mentoring of new tenure-track faculty in the department relative to the tenure and promotion process
- d. recommend, in consultation with the appropriate faculty and the Dean's office, semester course schedules and faculty course loads consistent with the diverse needs of the student body
- e. initiate new academic programs in consultation with the faculty and Dean's office
- f. promote curriculum quality, including assessment, continuous improvement, and course redesign
- g. encourage effective and innovative teaching
- h. promote student success, including successful course completion
- i. promote recruitment, retention, and degree completion of students associated with the department
- j. in consultation with the Dean's office, serve as fiscal officer of departmental accounts
- k. stimulate discovery and scholarly activity
- l. support engagement, including service learning, community based research and projects, internships, undergraduate research, and so on.

2. General Management:

- a. work with faculty to create a shared vision and strategic plan for the department
- b. manage daily operation of the department
- c. collaborate with other units
- d. serve as the first level of review for addressing faculty, staff, and student concerns
- e. assist faculty with goal setting and professional development, including performing annual faculty evaluations based on Faculty Annual Reports and providing their Dean with overall faculty ratings with justification for merit raise considerations
- f. perform yearly performance/merit raise evaluations of clerical and other staff members
- g. maintain morale by reducing, resolving, and preventing conflicts

- h. perform other duties as may be assigned by the appropriate Dean's office.

B. Terms of Appointment

1. Beginning with appointments effective July 1, 2009, when appropriate a department will in an advisory capacity nominate from among the tenured faculty in that department at least one, preferably two or more candidates for the position of department chair to their respective Dean. The Dean, after consulting with the faculty and after interviewing the nominee(s), and in consultation with the Vice Chancellor for Academic Affairs (VCAA) will determine whether or not the nominee(s) is (are) acceptable. If not, the Dean will confer with the faculty once again until an acceptable candidate is determined, by the Dean and VCAA. At the recommendation of the department and/or at the discretion of the Dean in consultation with the VCAA, an external search may be undertaken, contingent on funding availability.
2. This is a twelve-month administrative appointment together with a full-time faculty appointment that carries with it a half-time teaching load during the regular academic year and a one course teaching load in the summer. An additional stipend determined annually by the Vice Chancellor for Academic Affairs will be provided for administrative responsibilities while chair.
3. Chairs will be evaluated annually by their department faculty together with the Department Chair Annual Report to provide their rating for merit raise consideration.
4. The period of service of the academic chairperson is four years, renewable upon re-nomination and approval by the appropriate Dean. Chairs serve at the pleasure of the Dean and are reviewed annually by that Dean. If a chair is removed or resigns from the position of chair, the faculty member will have their administrative stipend deducted from their chair salary, and revert to a ten-month appointment at appropriate salary, as required by University policy.

Karen Schmid

Karen Schmid, VCAA

March 4, 2009

Date