

CALIFORNIA STATE UNIVERSITY, EAST BAY

DUTIES OF DEPARTMENT CHAIRS

Under the direction of the School Dean, the Department Chair serves as the primary administrator of the academic department. Areas of responsibility include faculty relations, student relations, curriculum development, budget and resources, relations with community and alumni, and professional development. In these responsibilities the Department Chair consults with the departmental faculty at appropriate times. More specifically these areas include the following:

1. Recruitment, retention, and promotion recommendations for faculty and staff. Works to assure equal opportunity employment compliance.
2. Recruitment, retention, and advising of students.
3. Supervision and evaluation of faculty and staff.
4. Consultation with faculty on department, school, and university objectives, policies, and procedures.
5. Facilitation of internal communication among faculty and staff.
6. Development, evaluation, and modification of degree/credential programs and curricula.
7. Preparation of department budget requests and administration of budgetary allocations.
8. Preparation of class schedules and catalog copy.
9. Certification of payroll documents.
10. Encouragement of faculty growth and high performance in teaching, research, and other professional activities.
11. Maintenance of departmental records.
12. Representation of the University and department to external agencies.
13. Preparation of department correspondence and reports.
14. Other duties as assigned.