Leadership Roles of Department Chairs

Liability

- During the normal course of business
- Personal liability
  - Outside the course of business
  - Egregious conduct

“A supervisor generally has the authority to hire, fire, transfer, suspend, promote, layoff, recall, discharge, assign, reward, or discipline other employees.” - Public Employment Relations Commission, Glossary of Terms (http://www.perc.wa.gov/glossary.asp)

Oversight of Faculty

Issues

- Injury/Labor & Industries (“L&I” - workers compensation)
- Family/Medical Leave
- Inappropriate/fraudulent conduct
- Discrimination/Harassment
- Disability accommodation
- Staff hours/overtime/cyclic leave
- Travel
- Location of teaching
- University property
- Student concerns
- Inter-faculty relations

Lack of Documentation

- Policies & Procedures for your Department
- Workload
- How to document
  - Immediately after a meeting
    - “I just wanted to confirm our conversation in which we agreed that ... If you have a different understanding please contact me immediately to discuss.”

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