

# Responsibilities

## Academic Affairs – Administration

### CWU Policy 504-07

**Effective:** February 20, 2019

**Policy Review Date:** YEAR

**Policy Executive:** Provost and Executive Vice President of Academic Affairs

**Responsible Office/Unit:** Provost

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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#### (1) Responsibilities and Leadership Roles of Department Chairs.

- A. The chair, with appropriate consultation with department faculty and staff, is responsible to the department, the college, and the University for performing the following duties:
1. Faculty Activities: Engage in teaching, scholarship, and service activities at the appropriate levels, as determined by their workload
  2. Curriculum: Provide leadership in the planning, scheduling, delivery, assessment, accreditation, improvement, and development of the academic curriculum in the disciplines housed in the department.
  3. Faculty Personnel: Conduct evaluations, manage workloads, oversee annual activities reports, and other department personnel matters. The department chair will not serve on the department personnel committee.
  4. Faculty Recruitment and Hiring: The department chair initiates and oversees search committee activity.
  5. Support-Staff Personnel: Recruit, supervise, and evaluate support staff.

6. **Students and Academic Policy:** Apply academic policy and respond to student needs; participate in student recruitment and retention.
7. **Planning and Budgets:** Coordinate department development, review, and revision of the department strategic plan; prepare the department budget request; and monitor departmental budget expenditures.
8. **Facilities and Equipment:** Oversee the use and maintenance of department facilities and equipment.
9. **External Relations:** Develop and maintain relationships with units and individuals external to the department.
10. **Other Administrative Duties:** Perform other duties and responsibilities as assigned by the Dean; provided that any material changes to a chair's duties will result in appropriate changes to the chair's compensation and/or workload plan.

**History:**

*Responsibility: Provost/VP of Academic Life; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 07/2009; 2/20/2019; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-60-040, June 2025*