

12.99.99.R0.08 Academic Department Head and Program Coordinator Appointment and Responsibilities



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Next Scheduled Review: November 11, 2024

Procedure Summary

Shared governance cannot exist in the absence of mutual trust. Broad faculty participation in the process will enhance the institution's reputation, aid in recruiting the best faculty and administrators, promote a positive relationship between the faculty and the university administration, and ensure that all levels of the University function effectively. While the appointment and retention decisions for Department Head is vested in the Academic Dean with approval from the Provost and Vice President for Academic Affairs, and should consider the view of other stakeholders, the principle of shared governance in the academy requires that the faculty of the departments in their college play an essential role in the selection of its college department heads. The program coordinators appointed by the Department Head serve as a liaison to the program faculty.

This procedure sets forth the process to govern the selection of academic Department Heads and Program Coordinators. It also identifies selection, qualifications, administrative role and responsibilities, tenure, reassigned time, stipends, and evaluation of Department Heads and Program Coordinators.

Procedures and Responsibilities

1 DEPARTMENT HEAD

1.1 Selection

Department Heads may be selected as a result of an internal or external search. The administrative channel for this selection process is as follows: a departmental recommendation to the respective Academic Dean; the dean's recommendation to the Provost and Vice President for Academic Affairs (VPAA); and a recommendation to the President from the VPAA. The President has responsibility for final approval. If it is determined that a national search rather than an internal search would be in the best interest of the department and college, the rationale should be provided to the department by the respective dean's office.

Whether an internal or external search is chosen, the procedures outlined in the University Procedure 33.99.01.R0.01 *Employment Practices* must be followed.

1.2 Qualifications

All candidates for the position of Department Head should hold the Ph.D., Ed.D., or the usual terminal degree for the discipline involved. Candidates should also possess an excellent record of academic leadership; teaching effectiveness; evidence of scholarly or artistic achievement; verbal and written communication skills; interpersonal skills; and professional service commensurate with departmental tenure standards.

1.3 Administrative Role and Responsibilities

- 1.3.1 The administrative role and responsibilities of the Department Head are varied. The head of the department should be a team leader in working with the faculty and staff, the dean and other administrators to achieve university goals. Department Head administrative responsibilities include short and long-range planning, and implementing and evaluating goal achievement. The Department Head must work with both departmental faculty and the administration regarding the most effective and efficient strategies for achieving departmental goals and objectives in line with institutional goals. The Department Head will also demonstrate effective budget management, initiative, and institutional commitment.
- 1.3.2 The Department Head has leadership and management responsibilities for: 1) academic programs, 2) faculty, and 3) students. Academic program responsibilities of the Department Head include reviewing existing programs for relevancy, initiating curriculum development when needed, developing new programs as the market requirements change, and maintaining program quality at all levels.
- 1.3.3 The Department Head is accountable for efforts to recruit a diverse faculty and staff, faculty development, and annual faculty evaluations. The head should promote an academic climate within the unit that is conducive to intellectual inquiry. The Department Head shares the same responsibilities as other faculty members for teaching, research, scholarly and creative activity, and service, commensurate with his or her appointment. As the unit leader, the Department Head should set an example for the department.
- 1.3.4 The Department Head plays a leadership role in matters pertaining to students. This role includes a shared responsibility for recruiting and retaining a student body, and for student academic advising.
- 1.3.5 The Department Head communicates and maintains involvement with all stakeholders (i.e. students, alumni, faculty, and community members).

1.4 Tenure

Depending on their qualifications and experience, Department Heads should be tenure eligible at the time of their appointment. .

1.5 Administrative Reassigned Time

Department Heads should be treated, in terms of administrative reassigned time, in accordance with the demands of the position. All Department Heads, regardless of the size of the department, should be given a minimum course load reduction of two, three semester credit hours (undergraduate and/or graduate) in each of the long terms and a minimum course load reduction of three semester hours in each of the summer terms. In the department head's absence, arrangements should be made in conjunction with the dean's office for accomplishment of administrative responsibilities.

1.6 Stipends

Department Heads will be paid an administrative stipend for the duration of the department head's term of office and shall end when that person leaves the position. The administrative stipend shall not be considered a part of the person's base salary.

1.7 Evaluation

Department Heads will be evaluated each year in accordance with University Procedure *12.99.99.R0.03 Annual Evaluation of Faculty* and *12.01.99.R0.04 Academic Administrator Evaluation*. Merit will be determined by the average of these evaluations in accordance with University Rule *31.01.08.R1 Faculty Merit Salary Program*.

2 PROGRAM COORDINATORS

2.1 Selection

The Department Head may appoint a faculty member to serve as Program Coordinator. A Program Coordinator can serve one or more programs. If there is not a Program Coordinator, the Department Head serves as the Program Coordinator.

2.2 Qualifications

All candidates for the position of program coordinator should hold a graduate degree in the discipline involved. As appropriate, candidates should also possess an excellent record of academic leadership; teaching effectiveness; evidence of scholarly or artistic achievement; verbal and written communication skills; interpersonal skills; and professional service.

2.3 Administrative Role and Responsibilities

A Program Coordinator reports to the Department Head in which the program is housed and serves as a liaison to the program faculty. The responsibilities of the program coordinator may vary from department to department. The major responsibilities of program coordinators include:

- 2.3.1 Provides direction of academic program;
- 2.3.2 Serves as the public spokesperson for the program and representative of the program to the Department Head;
- 2.3.3 Collaborates with the Department Head to insure a self-perpetuating advisory board for the program, which will vary depending on the program's administrative needs;
- 2.3.4 Leads the program in setting both short- and long-term goals, in establishing and executing assessment efforts, and in using assessment results to promote continuous program improvement;
- 2.3.5 Promotes the attainment of program, school, and university goals;
- 2.3.6 Submits a review of the program annually to the Department Head;
- 2.3.7 Oversees teaching and advising for the program;
- 2.3.8 Facilitates program relations (i.e. working with adjunct faculty);
- 2.3.9 Provides administrative support in the development, implementation and maintaining of programs/projects function;
- 2.3.10 Develops or participates in the development of funding proposals for the program;
- 2.3.11 Writes, edits, and coordinates development of course catalogs, promotional/instructional materials, training manuals, newsletters, and/or brochures, as appropriate to the program.

2.4 Evaluation

Program Coordinators will be evaluated each year in accordance with University Procedure, *12.99.99.R0.03 Annual Evaluation of Faculty*.

Related Statutes, Policies, or Requirements

System Policy [*12.01, Academic Freedom, Responsibility and Tenure*](#)

University Rule [*31.01.08.R1 Faculty Merit Salary Program*](#)

University Procedure [*12.01.99.R0.04 Academic Administrator Evaluation*](#)

University Procedure [*12.02.99.R0.03 Implementing Faculty Tenure and Promotion*](#)

University Procedure [*12.03.99.R0.01 Faculty Workload*](#)

University Procedure [*12.99.99.R0.03 Annual Evaluation of Faculty*](#)

University Procedure [*33.99.01.R0.01 Employment Practices*](#)

Revision History

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