Mission Statement:

The College of New Jersey Department Chairs and Program Leaders are elected by their faculty to provide academic, program, and department leadership. Working in a unique union environment, these specially designated faculty members are the critical link among faculty, students, and administration. Chairs and Program Leaders provide leadership in developing a shared Department or Program Vision that supports the College Mission and represent their department or program perspective on college-wide issues. Chairs and Program Leaders provide service to their faculty and students by promoting program excellence, encouraging excellence in scholarship and teaching, fostering community and collegiality, and providing outreach to the community and stakeholder groups.

Approved unanimously by the Ad Hoc Committee on Department Chairs and Program Leaders: March 22, 2006. Presented to Faculty Senate on April 19, 2006.

# Job Description for Department Chairs:

“The College/University shall provide the Department Chairperson and faculty within the department a copy of the job description of the duties and responsibilities of the Chairperson position” (AFT Contract, 2007). This job description is appended below. A dean and chair may stipulate, in writing, more specific duties, based on this job description and the unique needs of the School and/or Department.

## Duties and Responsibilities of Department Chairs:

1. Continue to function as an engaged faculty member.
2. Coordinate the development and implementation of a mission statement, a department strategic plan, and program assessment/accreditation.
3. Plan and conduct department meetings.
4. Coordinate the registration process and the development of the department’s class schedule (including the recruitment and supervision of adjunct faculty).
5. Oversee the department budget and expenditures, department facilities, equipment, and office space, and the recruitment and supervision of office staff direct reports and student workers.
6. Coordinate the establishment and functioning of a Department Promotions and Reappointment Committee (PRC), the reporting of faculty teaching loads and alternative assignments (as per the MOA requirements for workload), requests for faculty lines, search processes, departmental disciplinary standards for scholarship, and the mentoring of the department’s faculty in their academic careers.
7. Coordinate the development of department courses and curricula. Oversee the granting of course equivalencies and substitutions/waivers for department courses and the offering of independent studies and internships. Communicate to Academic Affairs and Records and Registration governance-approved updates to requirements and courses in the undergraduate/graduate bulletin and student/course information system.
8. Coordinate delivery of effective advising, assign individual faculty advisors to students, and monitor adherence to student grievance procedures.
9. Work with the Admissions Office to organize student recruitment and orientation activities for the department.
10. Represent the department to the dean and the Office of Academic Affairs and take the leadership role in communicating the priorities, goals and initiatives of the College and School to the department.

Approved by the Provost Jacqueline Taylor on October 29, 2014.