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Title: Assistant Department Chair Position Description and Responsibilities	Revised: 01 July 2010, 26 Feb 2019
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Assistant Department Chair Position Description and Responsibilities

GENERAL:

An Assistant Department Chair at West Liberty University is a faculty member appointed on an annual basis by the President of the University with the assistance and recommendations of the Department Chair, College/School Dean, and Provost. Assistant Department Chair appointments may include an administrative stipend.

Assistant Department Chairs serve at the will and pleasure of the President and report directly to their Department Chair. Assistant Department Chairs must undergo annual review by the Department faculty and annual faculty evaluation by their Department Chair. Their performance is also reviewed by the Dean. Should an Assistant Department Chair position be vacated for any reason prior to the completion of the appointed annual term, the President, in consultation with the Department Chair, Dean and Provost, may appoint an Interim Assistant Department Chair. There is no limit to the number of sequential appointments a person may hold as a Assistant Department Chair. Assistant Department Chairs will only be appointed to groups of academic programs that do not undergo national accreditation review.

QUALIFICATIONS:

A candidate for the position of Assistant Department Chair must hold full-time faculty status and at least the rank of assistant professor at the time of appointment. He/she need not be tenured or tenure-track in order to hold this appointment. An Assistant Department Chair is expected to hold graduate degree(s) in, or closely related to, the program area(s) of the Department to be served. Exceptions to any of the qualifications for Assistant Department Chair may be granted only by the written approval of the Chair, Department Dean, Provost, and the President.

RESPONSIBILITIES:

An Assistant Department Chair is responsible for assisting with administrative functions of the Department, under the supervision of the Department Chair. These responsibilities may include, but are not limited to, assisting the Department Chair with the following:

1. Serving as a liaison among students of the Department, the faculty, and other administrators.
2. Assessing and maintaining physical facilities of the Department, including equipment, supplies, and space, and report, to the appropriate university official, maintenance or service required when necessary.
3. Developing, with Department faculty input, an annual budget request to be communicated to the College/School Dean.
4. Coordinating budgeted Department expenditures.
5. Consulting with Department faculty when writing position descriptions.
6. Chairing the activities of Department search committees.
7. Generating and communicating to the Department Chair recommendations for hiring, retention, promotion, tenure, evaluation, sabbatical leave, or discipline of Department faculty. While ultimate responsibility for faculty evaluation rests with the Department Chair, the Assistant Chair may assist by performing classroom observations, preparing student course evaluation summary documents, or other activities as may be directed by the Department Chair.
8. Establishing Department teaching assignments and communicating Department course

- schedule(s) to the College/School Dean.
9. Coordinating and communicating to the appropriate University officer(s) any accreditation, program review, or assessment(s) required of the Department.
 10. Participating in due process required for faculty, students, or staff as described in current policies or procedures.
 11. Facilitating recruitment of faculty and students for the Department.
 12. Maintaining accurate student and Department records.
 13. Coordinating Department curriculum review, revision, and/or development.
 14. Developing current and accurate university catalog description(s) of the Department
 15. Conducting regular Department meetings and provide for the formal minutes of these meetings.
 16. Coordinating and evaluating academic advising of students of the Department.
 17. Reviewing, approving, and filing course syllabi of the Department.
 18. Reviewing and approving any special course requirements of the Department.
 19. Providing documents to faculty personnel files as specified by policy.
 20. Participating as appropriate in department, college, and university development efforts.
 21. Enforcing the University's policies and procedures as well as policies and procedures of the Board of Governors and the West Virginia Higher Education Policy Commission.
 22. Perform duties as assigned by the Department Chair, College/School Dean, Provost, or President of the University.