

DEPARTMENT CHAIR RESPONSIBILITY POLICY

Policy #	AA-426	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all department chairs at FBSU.

2. Policy

2.1. The department chair, in conjunction with program coordinators where appropriate, shall be the responsible administrator for the governance, supervision, and fiscal operation of the academic unit. The chair will provide academic leadership, vision, and strategic planning for the department and shall be directly responsible to the dean. Upon recommendation of the dean and the Chancellor, the chair shall be appointed for one-, two-, or three-year terms by the president of the university.

2.2. Duties and responsibilities of the department chair are:

- Work closely with and report to the Dean of the College
- Provide leadership to the department on issues of creativity, community, competitiveness, personal responsibilities and quality-centered education
- Ensure rules, regulations, policies are enforced
- Establish appropriate departmental committees: academic, advising, research, scheduling, etc.
- Establish a departmental council comprising of the dean, department chairs, and a faculty representative that meets at least once every month.
- Make sure that all committee meetings are announced at least one day in advance and are minuted.
- Ensure commitment of all in the department to quality
- Prepare course schedule
- Prepare list of required library and textbooks
- Prepare exam Schedule
- Enact effective advising policy
- Follow up on students' performance
- Manage course evaluations
- Address department needs
- Maintain current CVs of Faculty (2 Page)
- Maintain currency of students' Folders
- Oversee peer reviews of classrooms instructions and assessment of teaching methodologies
- Ensure teaching effectiveness related to syllabus, faculty schedule, creativity, attendance, projects,

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- Prepare calendar of departmental meetings and events for the semester
- Hold monthly faculty meetings and keep minutes
- Prepare student guidebook
- Manage bulletin boards – post curriculum (Arabic/English), Schedules, announcements, name on honor list; faculty and students pictures, etc.
- Develop students' competitions and award
- Engage the faculty in creative and inductive learning and new ideas into classrooms
- Request faculty to post their schedules with ample office hours
- Conduct assessment of Faculty performance each term/year
- Conduct exit interviews with graduating students
- Develop departmental strategic plan (personnel, labs, minor-major equipment, etc.)
- Prepare Departmental Budget
- Develop departmental technology plan (four-year)
- Organize town-hall meeting with students
- Sponsor student's activities
- Propose new initiatives for courses, labs, minors, focus areas, workshops, seminars, training, etc.

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