

Division/Department Chair
 General Description of Division/Department Chairs
 Duties and Responsibilities for Instruction/Academic Support
 Per UHPA/UH 2017-2021 Agreement, Pages 73-74

1. Personnel		
a. Evaluate faculty members for promotion, tenure, contract renewal, and reappointments		
b. Assist in the appointment of lecturers, instructors, and other staff		
c. Review Lecturer Self-Assessment and provide recommendation.		
c. Provide recommendations for leaves of absence, e.g., sick, vacation, sabbatical, study, and leaves without pay; approve and process travel requests; and		
d. Supervise clerical support, APT positions, and student-help workers as required by the division or the department		
2. Budget		
a. Assist in establishing campus budget priorities as well as participate in and assist in preparing budget requests		
b. Facilitate discussion, prepare, and present division/department budget requests for equipment, student help and supplies		
c. Assist and monitor division/departmental expenditures		
d. Maintain the division/department inventory of equipment		
3. Curriculum and Instruction		
a. Assess program outcomes data, and assist in the preparation of reports		
b. Coordinate annual program reviews		
c. Coordinate the preparation of division/department instructional scheduling, considering faculty workload		

d. Plan and suggest updates to the division/department curriculum, courses, and programs		
e. Coordinate and update division or department section of the campus catalog of courses		
f. Aid in improvement of teaching and supervision of instruction.		
g. Coordinate the 20% Course Review schedule.		
4. Staff Development		
a. Provide orientation and support for new lecturers, faculty, and staff to supplement campus efforts		
b. Encourage the development of each faculty member's special talents and interests within the context of the institution's needs and priorities		
5. Student Services		
a. Facilitate resolution of student academic grievances		
b. Assist in and/or coordinate the division/department role in student advising and recruitment		
c. Facilitate student evaluations of instruction.		
6. Division/Department Governance		
a. Serve as communication link, keeping division/department members informed of general campus activities and representing the division/department views to administration		
b. Assist in and/or identify and resolve division/departmental concerns		
c. Assist in and/or establish and maintain positive work relationships among faculty, staff and administrators within campus structure.		
7. Continuing Education and Training		
a. Provide assistance to the Administrator in the development of community service programs and courses as needed.		