

**Department Chair and Director
Position Description
College of Applied Sciences and
Arts (CASA)
San Jose State University**

This document summarizes the responsibilities and duties associated with Department Chairs and School Directors in the College of Applied Sciences and Arts (CASA). The document has been created based on the work of the College of Humanities and Arts, input of CASA chairs and directors, the CASA Dean and Associate Dean, resources available on the University Council of Chairs and Directors website, and in consultation with Faculty Affairs. The document is ratified annually by the CASA Chairs and Directors.

This list provides an overview of the primary areas of responsibility with some examples of work associated with each area.

1. **Manage Department Administrative Functions, Office, and Physical Plant, such as:**
 - a. Establish expectations for how to run the department office, establish and maintain all business processes and routines, and encourage strong service ethos and practice in the department office;
 - b. Supervise department administrative staff, student assistants, and technical staff, as applicable;
 - c. Schedule and hold regular faculty meetings;
 - d. Oversee planning and organization of departmental events;
 - e. Exercise care with signature authority when approving all forms;
 - f. Oversee assignment of faculty offices and use of facilities as appropriate.
 - g. Oversee and ensure compliance with College, University, and CSU policies and procedures.
2. **Budgetary Oversight and Fundraising, including:**
 - a. Oversight of both state and non-state funds, including ensuring fair and transparent processes in budget allocations;
 - b. Ensure that the department stays within its budget allocation;
 - c. Participation in development efforts in consultation with dean and director of development.
3. **Scheduling, including:**
 - a. Project enrollments to meet student demand for courses;
 - b. Match department costs to available funds;
 - c. Ensure schedules allow students to make progress to degree;
 - d. Monitor enrollments and adjust schedule as needed each term.

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Note: Department refers to both departments and schools within the college.

4. **Tenure-track and Tenured Faculty Related Responsibilities, such as:**
 - a. Ensure compliance with collective bargaining agreements and all college and university policies and procedures related to faculty employment, hiring, evaluations, assignments, RTP, etc.;
 - b. Request and manage tenure-track and tenured faculty recruitments, including serving on committees;
 - c. Support and mentor faculty to be successful in teaching, scholarly productivity and service for purposes of RTP and general program and educational quality;
 - d. Work with departmental faculty to ensure each faculty contributes to service requirements at the departmental, college and university levels;
5. **Lecturer Faculty Responsibilities, such as:**
 - a. Ensure compliance with all college and university policies and procedures related to lecturer faculty employment, hiring, and evaluations in compliance with collective bargaining agreements;
 - b. Oversee hiring of lecturer faculty and ensure currency of part-time pools;
 - c. Support and mentor faculty to be successful in teaching, scholarly productivity and service, as appropriate.
6. **Curriculum & Program Development, including but not limited to:**
 - a. Lead and provide oversight for all curricular and program development;
 - b. Create and oversee mechanisms to ensure curricular currency.
7. **Program Review and Accreditation, such as:**
 - a. Oversee and maintain all program review and accreditation practices for department;
 - b. Maintain data collection and comply with college and university assessment practices and policies, including the systematic review of data for ongoing program improvement.
8. **Student Recruitment, Advisement, Admissions, and Retention, including:**
 - a. Develop and maintain a strong recruitment and admissions plan to ensure departments meet enrollment targets that can support continuing success of programs;
 - b. Be available to students for meetings, guidance, and to resolve problems;
 - c. Ensure all students have access to and are provided with effective advisement so that they can make progress towards degree or program completion;
 - d. Develop and implement programs to foster student success;

- e. Maintain student records and ensure compliance with FERPA policies in the department.
9. **Leadership and Communication, including:**
- a. Provide leadership in a shared governance context to ensure department is on track with clear communication, goals, direction, and strategic direction; (e.g., outreach, strategic planning)
 - b. Represent the department or school positively and effectively within the university and to outside constituents (e.g., University Council of Chairs and Directors, community and global partners etc.);
 - c. Meet department and college obligations within the assigned chair fraction, including attending all C & D meetings and encouraging faculty attendance at college-wide meetings and events;
 - d. Actively seek to be an effective advocate for civility and collegiality in all aspects of department work life, fostering a climate where diversity and diverse opinions are valued;
 - e. Work collaboratively with other chairs and directors in supporting the work of the department, college, and university;
 - f. Allocate sufficient time on campus to accomplish departmental work and chair obligations in close consultation with dean;
 - g. Adhere to the university vacation time policy;
 - h. Regularly communicate and meet with dean and associate dean to support the college and university's mission and vision;
 - i. Articulate and advocate for department and college needs while maintaining a good understanding of the department's and college's role within the university;
 - j. Provide accurate reports and communications from college and university administrators to faculty and staff