

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:08:00 Date: February 1980

Subject: **Duties and Responsibilities of Department Chairs**

By Trustee Action—

The chairman is a Presidential appointee.
The responsibilities are delegated by President

By College By-Laws—

The department nominates candidate(s).
The President's designee (usually the dean) works closely with the department.
The President receives nomination(s), continues consultation, and names the chairman.
The term is up to three years at the discretion of the President.

In the event that the President prefers to consider additional nominees, he will so request of the department.

By Past Practice—

The administration expects, among other things, that the chairman will, in consultation with department members:

- 1) represent the department in all meetings with the dean, Academic Affairs, and appropriate others.
- 2) assume responsibility for departmental activities as to their quality and their consistency with campus mission.
- 3) supervise teaching faculty, non-teaching professionals, CSEA employees, student assistants, or officially designated such supervisory responsibilities.
- 4) prepare the department request for resources and funds, develop the departmental budget, and monitor the expenditures.
- 5) provide leadership for appropriate personnel actions, including recruitment, request to hire, term renewal, continuing appointments, promotions, sabbatical, leaves, etc., and make independent recommendations in each instance.

- 6) prepare a departmental schedule for classes for each semester which is responsive to student needs and demands, makes offering available five days a week from 8a.m. to 10 p.m., and which reflects the integrity of programmatic concerns.
- 7) provide data, information, and consultation as requested by appropriate office.
- 8) respond to the needs of student for advisement, consultation, recruitment (where appropriate), and problem solving.
- 9) interpret the needs of the department, to the administration and the needs of the administration to the department.

Given this background, it is appropriate for each department to develop a written statement of the qualifications and characteristics expected by that a department of its chairman. In making nominations to the President, it is requested that information relative to each candidate be provided in terms of this statement. Further, a written explanation of the process by which the nominations were reached should be a part of the nominating process. The intent is to assure that the most highly qualified individual is appointed by the President to the chairmanship.

Source of Information: Memorandum from Vice President for Academic Affairs to deans and chairs, February 15, 1980.

UPDATE: SUNY Board of Trustees Article IX Title C. Chairs of Departments, #4 Responsibilities, pg. 8

“The chairs of departments and divisions of a college shall, in consultation with their respective faculties, be responsible to the chief administrative officer of the college for the supervision of the personnel and educational program of the departments or divisions for which they serve. They shall have such powers, duties and responsibilities as may be assigned by the chief administrative officer of the college. “