

## Recommendation Draft

### The Duties of the Department Chairperson

#### CUNY Bylaws

#### ARTICLE IX ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS, SECTION 9.3 DUTIES OF DEPARTMENT CHAIRPERSON

##### SECTION 9.3. DUTIES OF DEPARTMENT CHAIRPERSON.

a. The department chairperson shall be the executive officer of ~~his/her~~their department and shall carry out the department's policies, as well as those of the faculty, the college, and the board which are related to it. ~~He/she~~They shall foster faculty excellence in teaching, research, and service and ensure the mentorship and inclusion of faculty in the work of the academic department. They shall report to the school's academic dean or the provost when a dean has not been designated. They shall:

1. Be responsible for departmental records, including faculty files if in possession of the department, and all departmental curricula, including any new curricula or changes to existing curricula, and any program-specific, departmental or professional accreditation documents.
2. Work with the school's dean, or where no dean is present, the provost, to develop a schedule each semester that is based on student need and demand and college or system guidelines.
3. Assign courses scheduled each semester to ~~and arrange programs of~~ instructional staff members of the department based on student need and demand, college or system guidelines, disciplinary expertise, faculty equity, and regular course rotation according to degree maps.
- ~~34. Initiate policy and action concerning~~ Coordinate the recruitment of faculty ~~and other for the department in compliance with University and college hiring practices. al affairs subject to the powers delegated by these bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments~~
5. Ensure appropriate membership and procedures for all departmental committees in the matter of promotions and appointments.
- ~~64.~~ Represent the department before the college's administration, faculty council or faculty senate, the faculty, and the board.
- ~~75.~~ Preside at meetings of the ~~department~~department.

~~86.~~ Be responsible for the work of the department's committee on appointments or the department's committee on personnel and budget which ~~he/she/they~~ chairs.

~~97.~~ Where practiced, ~~Pr~~epare the tentative departmental budget request, subject to the approval by the department's committee on ~~appointments or the department's committee on~~ personnel and budget and submit it

~~8.~~ ~~Transmit the tentative departmental budget~~ with their his/her own recommendations to the president, ~~or the dean,~~ or provost as ~~the president may designate~~assigned.

~~10.9.~~ ~~Arrange for careful observation and guidance of the department's instructional staff members~~Schedule members of a panel of faculty observers to conduct teaching observations of adjunct and all full-time faculty and hold and memorialize the post observation conference or schedule it with a member of the department's Personnel and Budget Committee.

~~11.~~ Hold or schedule with a member of the Personnel and Budget Committee an annual evaluation conference with every member of the department other than full professors after observation and prepare a memorandum thereof providing substantive feedback.

~~120.~~ Make a full report to the president, provost, or dean and to the college committee on faculty personnel and budget of the action taken by the department committee on personnel and budget or department committee on appointments when recommending an appointee for tenure on the following, as well as any other criteria set forth in University policies:

- a. Teaching qualifications and classroom work
- b. Relationship of the appointee with his/her students and colleagues
- c. Appointee's professional and creative work

d. Service

~~11. Hold an annual evaluation conference with every member of the department after observation and prepare a memorandum thereof~~

~~132.~~ Generally supervise and administer the department, including coordinating faculty office hours, faculty academic advisement for students, and the supervision of staff.

**14. Report annually to the dean, or where there is no dean, the provost, on the chair's work and the work of the department.**

b. Each library, where size makes it practicable, shall constitute an instructional department of the college. The chairperson thereof shall be designated by the president. Such chairperson, in addition to the duties of department chairperson as enumerated in paragraph "a" of this section, shall be charged with the administration of the library facilities of ~~his/her~~ their college and shall perform such other duties as the president may assign. Such chairperson is hereby authorized to use the additional title of "chief librarian."

c. Where student personnel services are constituted as an instructional department of the college, the dean of students shall be the department chairperson.

**d. Where the size of a college makes it effectively function as a single instructional department (e.g. the College of Law), the chief academic officer will be responsible for the functions of a department chairperson.**