



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of the Vice
President for Academic Affairs**

Policy No: AP-AA-23.02

**TITLE: Academic Department
Chairperson/School Director
Responsibilities, Roles, and
Authority**

EFFECTIVE DATE: March 15, 2015

CANCELLATION:

REVIEW DATE: Fall 2017

PURPOSE

To set forth responsibilities, roles and authority of Academic Department Chairs/School Directors.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.

GENERAL POLICY

Academic Department Chairperson/School Directors occupy a unique place in the continuum of academic administrators, as the facilitating link among Department/School faculty members, students, and higher administration. All activities and roles of the Department Chairperson/School Directors are undertaken in light of furthering the best interests of the students of the University of New Orleans.

Chairpersons/Directors play five essential roles, serving as:

1. academic leaders of Department/Schools;
2. representatives of their Department/Schools and faculty members to the rest of the University, especially higher administration;
3. representatives of higher administration to their faculty members and Department/Schools;
4. managers of Department/School resources; and,
5. representatives of the Department/School and University to external bodies.

These five roles remain constant even though specific responsibilities and duties may vary according to the mission, size and complexity of the Department/School.

The responsibilities of the Chairperson/Director include, but are not limited to;

- coordinating the development of and implementing the Department/School Vision and Goals Statement;
- leading Department/School effort toward achieving University and College goals and initiatives;
- developing a Department/School budget;

- managing the fiscal affairs of the Department/School;
- leading and coordinating Department/School strategic planning, curriculum development, and accreditation efforts;
- assigning and assessing the distribution of faculty workload including instructional, research, and service responsibilities;
- promoting excellence in instruction, scholarly and creative productivity, and service at the University of New Orleans;
- leading and coordinating the governance of the Department/School ;
- leading the processes of faculty selection and ensuring that the appointment of tenure- track faculty follows university, college, and departmental policies;
- coordinating the professional development of faculty members;
- leading the evaluation of faculty members for retention, tenure, and promotion;
- providing recommendations to the Dean and Provost regarding sabbaticals and other leaves for faculty and staff;
- managing non-faculty staff members;
- developing, leading, and encouraging outreach and public service efforts.

PROCEDURE

Chairperson/Director appointments will be for a three-year term subject to renewal based on satisfactory performance and recommendation of the Dean. Chairpersons/Directors serve at the pleasure of the Dean and the Provost, and may be removed from the position at any time by the Provost, upon the recommendation of the Dean. In such an instance, the individual will be reassigned to responsibilities as a full-time faculty member.

- A. **Faculty Status:** At the time they assume their responsibilities, Chairperson/Directors selected from among the faculty members in the Department/School must hold the academic rank of Associate Professor or Professor within the Department/School of appointment and possess academic tenure. Chairpersons/Directors hired from outside the University must be employed at the rank of Associate Professor or Professor, and must have credentials adequate for the award of academic tenure at the time of appointment. The recommendation on tenure for an incoming Chairperson/Director will follow the established review procedures for determining tenure, but on a time schedule appropriate for hiring negotiations. Exceptions must be recommended by the Dean of the College and approved by the Provost. During their service as Chairperson/Directors, individuals retain their faculty rank and tenure; they continue to have the rights and responsibilities of other faculty.
- B. **Compensation:** Chairperson/Directors will receive an administrative stipend determined by the Dean in consultation with the Provost. Upon the return of a Chairperson/Director to a full-time faculty assignment, the former Chairperson/Director will return to their faculty salary along with any salary increases received during their tenure as Chairperson/Director.
- C. **Leaves and Sabbaticals:** During the course of the first three-year term as Chairperson/Director, incumbents will not be recommended or approved for extended

leaves or sabbaticals, except under unusual circumstances. Upon completion of three years as Chairperson/Director, the individual shall receive all possible consideration for a sabbatical, consistent with other expectations of the sabbatical leave program and relevant policies and procedures.

- D. ***Determination of a Vacancy:*** A vacancy will be declared by the Dean when a Chairperson/Director is not reappointed, has elected not to continue in this role, unable to continue due to health or other reasons, or has been removed by the Provost upon the recommendation of the Dean. A declaration of an anticipated vacancy might also occur with the creation of a new academic Department/School or the merger of two or more existing Departments/Schools.
- E. ***Acting/Interim Chairpersons/Directors:*** Acting/Interim Chairpersons/Directors may be appointed by the Provost upon the recommendation of the Dean, when in the Dean's assessment such an appointment is in the best interests of the Department/School, its programs, students, and faculty members. Acting/Interim Chairpersons/Directors shall have the same responsibilities and authority as all other Chairpersons/Directors, but usually will not serve more than two fiscal years or parts thereof without the explicit approval of the Provost.

A handwritten signature in black ink, appearing to read 'Peter J. Fos', written in a cursive style.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans