

**Department Chair
Administrative and Instructional Responsibilities**

This is an excerpt of Policy 2:049 chairs, Directors, and Coordinators

https://www.apsu.edu/policy/2s_academic_policies/2049-chairs-directors-and-coordinators.php

1. Department Administration: Preside at bi-monthly faculty meetings; prepare and manage course offerings and schedules, and coordinate these decisions with affected departments; manage department's budget; coordinate and administer curricular changes; approve travel authorizations, travel claims, absence forms, personnel time sheets and other appropriate forms and documents; and coordinate library collection and purchases and textbook acquisitions.
2. Official Department Representation: Participate in the development of institution, college, and department mission, vision and goals statement; articulate policies and procedures to faculty and staff; articulate and advocate departmental needs for funding, resources and staffing; represent the department (or assign a designee) in meetings with accreditation agencies, at college chairs meetings, Austin Peay Day, and any other gathering where departmental representation is required; oversee regular departmental program review; maintain acceptable relationships with other university offices and administrators; assume a leadership role in fund-raising for the department; and serve as liaison with local and regional businesses, industries, government agencies, school systems, and other institutions related to the department and its programs.
3. Personnel Management: Coordinate faculty/staff workload; recruit faculty and staff, including adjuncts in accordance with University policy; conduct faculty and staff evaluations and make recommendations for promotion, reappointment, salaries, tenure and merit pay increases; encourage faculty and staff to be involved in professional development; supervise staff and student workers; recommend committee assignments; promote effective professional working relationships among faculty and staff; provide an effective work environment for faculty and staff; and mediate faculty and staff grievances.
4. Student Services: Coordinate recruitment of graduate/ undergraduate students; oversee advisement; approve course substitutions in the department's major programs; coordinate graduate placement efforts with Career Services; and mediate student grievances.
5. Administrative and Instructional Responsibilities and Compensation: Academic chairs will have duties and responsibilities during the academic year (mid-August–mid-May). They will receive nine monthly stipends from September through May to cover their service during the academic year. All chairs will have summer duties.
6. The academic chairs shall have academic year administrative responsibilities, academic year instructional responsibilities, academic year administrative stipends, summer administrative responsibilities, and summer administrative stipends in relation to the number of full-time equated (FTE) faculty in the department per guidelines established by the Provost Office.