

Department Chair Checklist

Departmental Chairs are responsible for providing academic leadership in their departments. Below are their core responsibilities.

Responsibility	Deadline	Completed
Regular meetings	(Min: 1 per semester)	
Submission of curriculum or course proposals to CurrCom	As necessary	
Submission of annual course rosters to CurrCom	Spring Roster – October Fall/Winter - October	
Submission of three-year rolling roster to CurrCom	October	
Submission of departmental plan to AppCom	September	
Submission of dept F/T faculty hires to Divisional Chairs	September	
Coordination of short-listing of F/T applicants – F/T hiring	As necessary	
Submission of annual teaching workload of F/T faculty members within dept, to the Dean’s Office	May 1st	
Notification of F/T faculty overload teaching, to the Dean’s Office	May 1st	
Submission of courses to be posted for P/T hiring to the Dean’s Office	Fall – July 15 Winter – November 15 Spring – March 15	
Submission of P/T hiring recommendations to the Dean’s Office	Fall – July 15 Winter – November 15 Spring – March 15	
Liaise/mentor P/T instructors on syllabi, text ordering, grade reporting, etc.	Semester-by-semester	
Active participation in the formal teaching review of P/T faculty Interview	October 1 st or April 1 st	
Coordination of peer evaluation for P/T members of department (or preliminary review, if requested)	October 1 st or April 1 st	
Coordination of dept website Info; currency & accuracy	September	
Submission of dept faculty reps for liaison events, to Liaison Office	January	
Ensure dept budget allocation within annual budgetary allowance	April	
Coordination of external program review	As necessary	

Completion of this checklist with accompanying annual summary report is required prior to stipendiary payment.