Roles and Responsibilities of Department Chairs

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Policy Administrator: Academic Senate Executive Committee

Policy Initiator: Academic Senate Executive Committee

Authority: Academic Senate

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Revised Date:

Approved AS Chair: Chair, Dinesh Pinisetty

Approval Signature AS /s/

Chair:

Approved: President

Department Chairs serve in a leadership capacity in support of the California State University Maritime I administrative assignment to facilitate the orderly conduct of the affairs of the department. Their responsibilities include, but are not limited to the following categories.

Administration of the Department

Be available through the work week to attend to daily business of the department and to meet cadet needs.

In accordance with the collective bargaining agreement (CBA), Department Chairs are on a 12-month contract. Department Chairs shall be required to be available over the summer during the non-academic calendar.

Schedule and chair department faculty meetings typically at least once a month.

Attend all meetings of department chairs and share the necessary information from those meetings with the departmental faculty.

Provide annual reports, faculty workload, release, and assigned time reports as requested.

Promote an open communication by inviting and responding to comments and suggestions of faculty.

Participate in the department chair evaluation processes and develop a plan to address faculty concerns by meeting with the school Dean.

Budget

Manage class offerings commensurate with budgetary resources, quality of instruction, and Cal

Develop and implement appropriate procedures for the use, maintenance, and repair of equipment.

Manage the allocated operational budget for the department under supervision of the school Dean.

: The responsibilities of the Department Chairs will vary across the schools. All the aforementioned categories may not be appropriate to every Department Chair at Cal Maritime. The school Dean will assist the Department Chair understand the prioritization of the responsibilities in conjunction with Cal