

DESCRIPTION OF COLLEGE, POSITION RESPONSIBILITIES OF DEAN, ASSOCIATE DEAN, DEPARTMENT CHAIRS

DESCRIPTION OF THE COLLEGE

The specific organization and regulation for each college faculty and each department are determined by the by-laws or protocols of the respective college or department as approved by the Provost / Vice President for Academic Affairs.

The College of Humanities and Natural Sciences is organized into departments and programs, which are academic units of the college consisting of all those faculty members who are engaged in instructional, administrative or research work in a given subject under a department chairperson. The department or program chairperson, in cooperation with the members of his or her department, shall serve as leader and director in all affairs pertaining to the effective work of the department. The chairperson's duties and responsibilities are described in the departmental protocols of the respective departments. The department chairperson is appointed by the Dean with the approval of the Provost / Vice President for Academic Affairs, following a department election or a consultation with department faculty as described in the departmental protocol of each department. A stipend is attached to the office of department chairperson. All chairpersons will ordinarily be tenured members of the faculty. Search procedures to be followed by each department will be those listed in the department protocol.

For purposes of divisional representation, the departments and programs of the College of Humanities and Natural Sciences are divided as follows:

1. Humanities - English, History, Languages & Cultures, Philosophy, Program in the Environment, Religious Studies.
2. Natural Sciences - Biological Sciences, Chemistry, Mathematics, Physics, Program in the Environment, Psychological Sciences.

All departments are required to have at least two formal department meetings in each semester, the minutes of which should be transmitted to the Dean. All departments should have a statement in their departmental protocol describing the involvement, if any, of major students in the deliberations of the department.

All proposals emanating from the college to committees of the university (Space, SCAP, etc.) shall be routed through the Dean's Office. All proposals affecting the college shall be transmitted to the Dean's Office.

The college also houses the Center for Latin American and Caribbean Studies, the Walker Percy Center for Writing and Publishing and the Film Buffs Institute.

DEAN

JOB DESCRIPTION

Basic Function:

The Dean of the college serves as its chief academic and administrative officer and is directly responsible to the Provost / Vice President for Academic Affairs. The Dean has specific responsibility for planning and development of college curriculum, policies and procedures to meet the current and long-range

needs of the faculty and student body and to fit into the total objectives of the university. He or she is responsible for the interpretation and implementation of the academic regulations of the college.

Specific Duties and Responsibilities:

1. Determines the activities required to achieve the goals of the college and assigns responsibility and authority to perform these activities according to an established sequence or schedule; establishes criteria and procedures to assure that the college and its members are fulfilling assigned responsibilities in a manner within accepted policies of the university.
2. Provides leadership and promotes competence within the faculty of the college; creates conditions conducive to the improvement of instruction and scholarly research; develops and utilizes a communications system to assure intra-college information exchange; harmonizes conflicting demands, standards and overlapping of functions arising in the administration of academic departments or divisions.
3. Serves ex officio as a non-voting member of all standing committees of the college; has the option to call ad hoc committees on particular questions.
4. Oversees recruitment, selection, promotion and retention of faculty based on criteria established through consultation and cooperation with the faculty and administration; supervises faculty teaching loads; supervises rank and tenure; ensures that a high level of instruction is achieved and maintained.
5. Coordinates programs and courses offered and makes innovations to policy and regulation in consultation with the curriculum committees and academic departments and divisions of the college in order to maintain the currency of the college and its ability to meet change in the needs of students and of society; institutes periodic studies of the curriculum in relations to the college objectives stated in the plan prepared by the Standing Council for Academic Planning; initiates programs for the improvement of the curriculum in the areas of general and advanced education including the common curriculum of the university and the university honors program, and promotes innovative programs of instruction and study.
6. Updates that portion of the University Bulletin pertaining to the college. Reviews and takes action upon the admission, dismissal, and academic standing of students; certifies candidates for degrees; provides for and participates in academic counseling and direction of students and decisions in instances of departures from the academic norms of the college; obtains from appropriate sources within the university and keeps on file such records as are necessary to perform the functions of the Dean's Office.
8. Acts as liaison and sponsor for student organizations in the college and/or delegates such responsibilities to qualified faculty members.
9. Provides a formal link of communications between the college and other parts of the university; serves as a member ex officio of the Deans' Council; actively participates with other branches of the university in curriculum reform, student recruiting efforts and improved registration processes.
10. Prepares and administers the budget for the college including faculty salaries, staff salaries, and all instructional and operational expenses; coordinates and oversees operational budgets of academic departments and divisions; negotiates salary adjustments in collaboration with SORC, and makes recommendations about salaries to the Provost / Vice President for Academic Affairs.
11. Ensures the operational welfare of the college, including scheduling of classes, supervision of staff and general office functions; interviews and selects individuals for staff position in cooperation with the university personnel office.
12. Coordinates cooperative programs which the college enters into with other colleges and/or departments, educational institutions, government agencies, or private industry.
13. Represents the college in professional associations, accrediting agencies, government bodies, foundations, and the business community; sponsors faculty participation with various local professional organizations.

14. Engages in fund raising functions external to the university and identifies potential sources of revenue for the university through contacts with government, foundations, the local business community and alumni groups.
15. Assists in general university activities as they pertain to interests external to the college proper (i.e., alumni relations, fund raising, parent relations).
16. The Dean may be assisted in the duties of his/her office by Associate and/or Assistant Dean(s).

ASSISTANT/ASSOCIATE DEAN

The Asst./Assoc. Dean is appointed by the Dean of the college with the approval of the Provost / Vice President for Academic Affairs.

JOB DESCRIPTION

1. Oversees the academic progress of the students in the College of Humanities and Natural Sciences.
2. Carries out academic actions: Dean's list, probation, exclusions, readmission, special evaluations, etc.
3. Supervises the implementation of all facets of the college degree programs: common curriculum, major, minor, adjunct, foreign language, electives.
4. Reviews and attempts to resolve students' academic problems, including clarification of requirements, waivers, substitutions, exceptions, complaints, etc.
5. Supervises graduation audits and certifications.
6. Supervises transfer evaluations on the college level (i.e., "translation" of credits into specific CHN programs).
7. Oversees granting external credit (i.e., AP, CLEP, etc.) and non-traditional credit programs for the college. Oversees the granting of internal credit based on placement exams, credit by exam, etc.
8. Supervises and designs contract degrees and unique major programs.
9. Supervises and coordinates the academic advising system for the college and maintains in the office student records needed to support the work of academic advisors.
10. Supervises and coordinates all student academic advising/orientation programs for the college.
11. Directs general studies program.
12. Provides study abroad information for interested students.
13. Conducts faculty programs on advising and implementation of degree programs and conducts an orientation for new faculty.
14. Prepares college portion of the University Bulletin.
15. Serves as administrator for grade appeal and academic dishonesty cases for the college.
16. Maintains his/her expertise as a classroom teacher by being as actively involved in this function as duties permit.
17. Serves on the Associate Dean's Council, the Council of Chairpersons, the College Curriculum Committee, the Common Curriculum Committee, the University Curriculum Committee, the Admissions Standards and Policies Committee, the College Planning Team, and chairs the Dean's Student Advisory Council.
18. Performs additional duties requested by the Dean and acts for the Dean in any matters requiring a decision when the dean is unavailable for such action.

DEPARTMENT CHAIRS

Responsibilities stated in the Faculty Handbook (3, C, 1):

The departmental chairperson, in cooperation with the members of his or her department, shall serve as leader and director in all affairs pertaining to the effective work of the department. The chairperson's first responsibility is to the students enrolled in the courses offered by the department. He/she should take care that instruction is adequate, grading is fair and standards are maintained. The chairperson

shall supervise the academic counseling of the major students. The chairperson should also strive to protect the rights and welfare of the faculty members in the department. The department chairperson has the delegated responsibility for department budgeting, the scheduling of courses, teaching and research assignments, the implementation of curriculum requirements and innovations, library holdings, and the general integration of departmental programs at the University level. The chairperson has a special obligation to build a department strong in teaching and scholarship.

Additional Responsibilities:

- Leads long-term planning in the department.
- Takes responsibility for the annual departmental report.
- Submits requests to hire and coordinates the hiring of tenured and tenure-track faculty, as well as full-time adjuncts, including organizing search committees and supervising on-campus visits
- Conducts salary negotiations, in consultation with the dean and provost, in hiring of tenured, tenure-track and full-time adjunct positions.
- Submits requests for contracts to the Office of the Dean.
- Submits part-time faculty estimates for upcoming academic year to the Office of the Dean. Responsible for recruiting adjunct faculty for part-time teaching assignments and submitting requests for contracts to the Office of the Dean.
- Directs evaluations of tenured and non-tenured faculty members, including the pre-tenure review and the final external tenure review, including securing external review letters.
- Works with departmental faculty to assign mentors to tenure-track and new full-time adjunct faculty.
- Submits the department's recommendations for promotion and tenure and for merit and equity salary increases.
- Distributes, collects and discusses as needed Vita Update forms for all full-time faculty.
- Writes the departmental letter for fourth-year, tenure and promotion reviews.
- If necessary, coordinates and submits tenure/promotion appeals to URTC.
- Reviews and supports, as appropriate, applications for sabbatical, grants, awards, etc.
- Conducts teaching evaluations of part-time adjuncts, full-time adjuncts and tenure-track faculty or assigns other faculty to conduct teaching evaluations as necessary.
- Works with the Office of the Dean and departmental faculty for the President's Open House.
- Works with departmental faculty to develop an advising system within the department and to assign advising duties. Attends to advising new students during orientation.
- Responsible for maintaining fair grading and academic standards in the department along with high standards in teaching and scholarship.
- Recommends student majors for college scholarship awards and selects student DSAC representatives to attend the College Assembly.
- Holds meetings of majors; organizes New Students' Social.
- Works with the departmental faculty on outcomes assessments, including exit surveys and interviews; reviews graduation audits for seniors as needed.
- Monitors faculty submissions of syllabi and, if needed, mid-term and final grades.
- Calls and conducts departmental meetings; organizes departmental committees and receives reports as needed.
- In consultation with the staff of the summer school and the dean, schedules and assigns all teaching assignments for the summer school.
- In consultation with the Office of the Dean, schedules and assigns all courses for the Fall and Spring semesters.

- Works with the Office of the Dean to review and update the Undergraduate Bulletin.
- Works with a committee of the faculty to recommend faculty research leaves; reports these to the Office of the Dean.
- Attends meetings of the Council of Chairs; attends College Assemblies.
- In consultation with departmental faculty as needed, assigns departmental spaces.
- Hears complaints regarding teaching in the department; handles on-going student problems, in consultation with the Office of the Dean as needed.
- Attends to faculty/staff problems and concerns.
Works with the dean and a departmental review committee to prepare and conduct external and internal reviews of the department; coordinates the departmental response to SACS reviews.
- Works with the departmental faculty to update the departmental protocol as needed.
- Hires and supervises administrative assistants; works with the administrative staff to hire student assistants and work-study students; does yearly evaluation of administrative staff by May.
- Works with the administrative assistant and the Office of the Dean to care for departmental computer equipment and other office equipment as needed.
- Works with administrative staff and faculty to maintain department files/data.
- Administers and works to augment the departmental budget; keeps faculty updated on the status of the budget.
- Administers the department's gift account.
- Supervises the taking and editing of minutes, making sure that they are distributed to the faculty and ensuring their posting to the internet. See protocol for the minutes on the College intranet.
- Presents awards to outstanding undergraduates at the HNS Convocation.
- Attends faculty publication celebrations and faculty retirement appreciation events.
- Meets and talks with prospective students and parents; arranges for class visits.
- Ensures that the department has a liaison to the library.
- Represents the department to the rest of the university and outside the university.

There are additional responsibilities specific to each department and program that are not listed here and are available in the protocols of each department.