**Department Chair / Program Director**

**Model Position Description**

Idaho State University

Division of Health Sciences

**Preamble**

In the Division of Health Sciences (DHS), the titles *department* and *department chair* vs. *program* and *program director* are distinguished by a number of important characteristics, including sub-unit size and scope, number of faculty and staff, undergraduate vs. graduate programs offered, and level and extent of research and scholarly productivity. Program directors typically perform administrative functions for a single discipline in which they have credentials to practice. A Department chair may perform administrative functions for a single or multiple, related disciplines.

In some sub-units, program directors will perform the same functions as a department chair, but typically for a smaller number of faculty/staff/students. Generally, sub-units with eight or more full-time faculty will be given department status and will be led by a department chair. Academic units with fewer than eight full-time faculty will be given program status and will be led by a program director.

The DHS acknowledges the diverse needs and disciplines within the Division and encourages flexibility in matching leadership titles and roles within its sub-units. *Deans, associate deans, chairs, and directors in the DHS should modify this model position description to reflect the unique expectations and operating requirements of their respective departments and programs.*

**Position Description**

**Department / Program name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Direct report:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Qualifications**

Credentials to qualify for an academic or clinical appointment at the level of assistant professor or higher; track record of excellence in teaching, service, and scholarly endeavors; evidence of leadership capabilities.

**Preferred Qualifications**

Terminal degree; tenure; appointment at the level of associate professor or higher; a track record of excellence in teaching, service, and scholarly endeavors; evidence of strong leadership capabilities.

**Summary Job Description**

The department/program director or chair is responsible for directing and overseeing all matters related to the department/program including: accreditation/certification; program planning/review; developing and achieving annual goals/objectives; faculty and staff training, supervision, and development; and budget oversight and review. The department/program chair or director also serves as liaison to the University, Division, and/or School.

**Department/Program Administrative Responsibilities**

1. Give leadership and needed oversight to all matters related to accreditation; program development/review; curricular and course development/review; planning and marketing; and all initiatives related to teaching, service, research, and development.
2. Oversee management of essential records and reports related to accreditation, budget/finance, equipment and facilities, etc.
3. Maintain communication and integration between the undergraduate and graduate programs, as appropriate. Oversee development of new academic programs/offerings.
4. Supervise compliance to all university, division, college/school, and department/program policies and procedures and initiate periodic review and/or proposed revision of the same.
5. Conduct regular department/program meetings; establish department/program committees as needed; and represent department/program interests to middle and upper administration.
6. Work with appointed leaders and UBO to ensure compliance with budgetary matters and expectations. Submit annual budget and manage/monitor all state and local accounts.
7. Organize and lead efforts relative to department/program fund raising and enhancing alumni relations.
8. Oversee department/program marketing and communications, including department/program websites and social networking sites.

**Faculty Responsibilities**

1. Provide overall leadership and direction to department/program faculty.
2. Develop and implement a fair and balanced workload policy.
3. Organize and oversee the work of department/program committees as needed.
4. Supervise all matters related to faculty recruitment and retention.
5. Keep faculty members informed of department/program, college/school, division, and institutional plans and activities.
6. Encourage a collegial and positive department/program environment that promotes excellence in teaching, research, and service.
7. Ensure the timely completion of faculty and staff pre and post semester faculty activity reports and annual evaluations. Give periodic feedback and coaching to faculty/staff as needed.
8. Review and make recommendation on all matters related to promotion, tenure, and periodic performance reviews (PPR). Recommend changes in salaries, leaves of absence—including sabbaticals, dismissals, or other matters affecting department/program faculty.

**Student Responsibilities**

1. Maintain an open and responsive communication policy with students.
2. Supervise student recruitment, admissions, and retention policies and activities.
3. Direct and oversee all matters related to advising and counseling students.
4. Meet with student representatives as needed.
5. Conduct student exit interviews as appropriate.
6. In consultation with the DHS assistant dean, participate in the student appeals process.
7. Promote student professional organizations and encourage faculty and student interaction.
8. Coordinate the promotion and administration of student scholarships; continue to develop new student scholarship opportunities.

**School/College and Division related Duties/Responsibilities**

1. Actively participate in the college/school, and/or department administrative/management council.
2. Communicate needed issues and initiatives from the Division and school/college to department/program faculty/staff.
3. Complete other duties as assigned.

**Contractual Considerations**

1. Considerations related to teaching expectations, course releases, administrative stipends, and length of contract are all dependent upon the needs and resources of specific departments and programs and will be addressed separately in individual faculty contracts.

**Approved Date**

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Department Chair / Program Director

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Dean / Associate Dean