

## Duties of the Chair of English and Philosophy

The Chair of English and Philosophy serves as the executive officer for the department, overseeing or delegating all administrative responsibilities. To the extent possible, the Director of Philosophy serves as the executive officer for Philosophy. The Director of Philosophy and the Chair work closely to administer Philosophy, with ultimate authority resting with the Chair. In spite of the administrative responsibilities of the Chair, the Chair remains a member of the faculty in the Department of English and Philosophy. The Chair has two course releases per semester and serves on a 12-month contract, with an administrative stipend.

### Advising

- The Chair participates in advising events.
- The Chair meets with advisees.

### Assessment

- The Chair coordinates annual assessment of key major courses.
- The Chair review and amends (as necessary) the department's assessment plan.
- The Chair sets up and coordinates an assessment of composition courses, including ECP sections.

### Budget Supervision

- The Chair supervises the budget.
- The Chair, in consultation with P & P, assigns salary increases.
- The Chair supervises travel.
- The Chair monitors departmental spending, including the local account.

### Committee Work

- The Chair serves as the chair of the P & P committee.
- The Chair serves as an ex officio member of the Publicity and Professional Development committee.

### Curriculum

- The Chair works with curriculum design.
- The Chair prepares and reviews catalog copy for the undergraduate catalog.

### Department Database

- The Chair regularly collects departmental data.
- The Chair maintains the department database.

### Evaluation

- The Chair writes annual faculty evaluations.
- The Chair writes or delegates annual classified staff evaluations.
- The Chair writes a cover report for Periodic Performance Review.
- The Chair participates in other evaluation activities such as nominating faculty for Distinguished Teacher, Researcher, and Public Servant, and nominating faculty for Emeritus status.

### Faculty Meetings

- In Fall, the Chair sets the calendar of faculty meetings for the year.
- The Chair distributes the agenda and any documents for discussion at the faculty meeting.
- The Chair moderates the faculty meeting.

### Hiring

- The Chair coordinates the procedure for hiring tenure track faculty.
- The Chair coordinates the hiring of full time, non-tenure track faculty.
- The Chair, in consultation with P & P, establishes hiring committees.
- The Chair organizes on-campus interviews.
- The Chair drafts the letter of offer and extends the offer to chosen candidates.

### Legal Issues

- The Chair handles all personnel issues.
- The Chair ensures that all affirmative action requirements are met.
- The Chair ensures that all FERPA requirements are met.

### Mentoring

- The Chair mentors all non-tenure track faculty.
- The Chair ensures that all tenure track faculty are nominated to graduate faculty status.

### Promotion and Tenure

- The Chair, together with the candidate, initiates the tenure and promotion process.
- The Chair drafts the cover tenure and promotion report.
- The Chair drafts the request for Deferral of Tenure and Promotion, when necessary.

## Scheduling

- The Chair coordinates with the Director of Graduate Studies in English, Director of Undergraduate Studies in English, and the Director of Composition to determine the needed offerings for the coming semester.
- The determines schedule assignments to meet department needs and room and hour distribution.
- The Chair works with various constituencies to cross-list courses, as needed.
- The Chair tracks enrollment and cancels sections as needed.

## Summer Work

- The Chair serves as summer advisor for all students.
- The Chair serves as ad hoc Director of Graduate Studies in English.

Approved: May 6, 2009