

# College of Communication and Education

California State University, Chico



# Constitution 2016

The mission of the College of Communication and Education is to prepare our students to be effective, educated, engaged, and ethical leaders in their relationships, communities, and professions.

# COLLEGE OF COMMUNICATION AND EDUCATION CONSTITUTION

**Established in the year of 2016**

The Faculty of the College of Communication and Education at California State University Chico, in order to achieve the educational objectives of the College and the University, to promote their participation in the determination of College policy in such objectives, and to maintain the ideals of academic freedom which are the inherent right of a university faculty, do hereby effect this Constitution.

All provisions of this Constitution shall be in accord with the current published versions of California State University, Chico's [FPPP](#) and current [CBA](#).

## PREAMBLE

Communication and education are symbiotic elements that provide the foundation for higher learning, are central to the university's mission, and transcend individual academic units. Established in 1992, the College has a rich history of excellence and includes seven units: one school, five departments, and a program. Degree options include the Bachelor of Arts, the Bachelor of Science, the Master of Arts and Teaching Credentials. While each unit varies in its particular academic foci, career preparation, and degree option, all are united by the interdependence of communication and education as the two critical processes that make the College of Communication and Education an exemplary learning community that nurtures, embraces, and values students' potential. We value the knowledge and expertise of our faculty across the disciplines represented in the college while embracing opportunities for collaborative, interdisciplinary, and innovative teaching, research, and service.

## SCHOOLS, DEPARTMENTS, AND PROGRAMS IN THE COLLEGE

[\*The Department of Communication Arts and Sciences\*](#) provides students with two distinct programs: one leads to comprehensive and clinical understandings of communication sciences and disorders, preparing students for professions in or related to speech-language pathology and audiology; the other explores knowledge and skills related to the power of communication in rhetoric, interpersonal relationships, group settings, workplaces, civic organizations, media, and society.

[\*The Department of Journalism and Public Relations\*](#) is grounded in ethics and professionalism. It offers a skill set in high demand by employers in the digital information industry, focusing on a broad range of written, oral, and strategic communication, including multi-platform storytelling.

[\*The Department of Kinesiology\*](#) promotes lifetime physical activity for all ages and ability levels by educating students in exercise science, school physical education, coaching, strength and conditioning, and fitness and wellness.

[The Department of Media Arts, Design and Technology](#) prepares students to be professionals and entrepreneurs in media and design through a focus on the synergy of art, craft, and technology. Students emerge with the critical thinking, collaboration, and leadership skills necessary to thrive in their media professions.

[The Department of Recreation, Hospitality, and Parks Management](#) creates a welcoming community committed to academic excellence that prepares students to lead and serve others in the fields of recreation, hospitality, and parks management. The department values choice, civic engagement, community, diversity, globalism, honesty, joy, happiness, quality of life, knowledge, scholarship, lifelong learning, service, including service learning opportunities, and sustainability.

[The Liberal Studies Program](#) is an interdisciplinary program that provides students with the foundational knowledge, critical inquiry, problem-solving, and collaborative skills that are the necessary preparation for entering a teaching credential program or other careers that require broad-based skills.

[The School of Education](#) focuses on the power of education to create a diverse, democratic, and socially responsible society in which every learner is valued and students learn to become effective, reflective, and engaged educators.

## **VISION**

As a nationally recognized innovator in professional practice, the College of Communication and Education aspires to be the college of choice for students to develop their full potential.

## **MISSION**

The mission of the College of Communication and Education is to prepare our students to be effective, educated, engaged, and ethical leaders in their relationships, communities, and professions. We do so by building a student-centered learning environment that focuses on the innovative pairing of disciplinary knowledge and applied professional practice to meet the needs of a diverse society.

Our mission is driven by these five guiding commitments:

- Preparing Change Agents and Life-long Learners  
*Our students are leaders and life-long learners who reflect our commitment to effective communication, civic engagement, community*

*building, and the collaborative and holistic development of human potential.*

- **Crafting Meaningful, Responsible, and Responsive Narratives**  
*Our goal is to educate critical consumers and producers of the stories that shape our individual lives and collective futures.*
- **Educating the Whole Person**  
*Our pedagogy honors the humanity, physical well-being, and potential of all our faculty, staff, and students. Student learning and student success guide our practice.*
- **Enabling Access and Equity**  
*Our programs, practices, and curriculum embrace and promote diversity.*
- **Building Community through Collaboration**  
*Our College seeks to continually improve our communication, community-building, and collaborative processes and practices.*

## **ARTICLE I -- NAME**

**The name of this organization shall be the College of Communication and Education**

## **ARTICLE II - PURPOSE**

The purpose of this Constitution shall be to provide a framework and guidelines for the faculty and staff of the College of Communication and Education to consider issues of common concern affecting our members' welfare and collective success, including our interest in:

1. Promoting communication among the faculty, staff, and students and between faculty, staff, and administration;
2. Providing for wider involvement in developing and establishing College of Communication and Education policies and practices; and,
3. Conducting the business of the College.

## **ARTICLE III - MEMBERSHIP**

*Section 1.* The members of the College of Communication and Education shall consist of individuals holding the rank of professor, associate professor, assistant professor, instructor, or lecturer.

*Section 2.* Faculty Voting Rights: Unless otherwise mandated or restricted by the California State University System (CSU) or the Unit 3 Memorandum of Understanding between the CFA and CSU, voting rights shall be as follows:

**Regular Voting Members:** Regular Voting Members of the College are the

tenured and probationary faculty of the respective units that comprise the College.

**Auxiliary Voting Members:** Schools and departments may by a majority vote of the Regular Voting Members of the unit extend voting rights to other classifications of members of the academic community. Those to whom voting rights have been extended in this manner shall be known as Auxiliary Voting Members. The Regular Voting Members of each unit shall determine qualification standards and the duration of voting rights terms for Auxiliary Voting Members, unless otherwise determined by the college or university.

*Section 3.* Non-voting members shall be accorded the privilege of participating in discussion at College-wide meetings.

## **ARTICLE IV: DUTIES AND RESPONSIBILITIES**

*Section 1.* It shall be the duty of the Faculty of the College to teach, advise students, and be responsible for all assigned duties, including service on standing committees and participation in the administration of College affairs, to the extent that power to do so is delegated. The College embraces a teacher-scholar model where both teaching and scholarship are essential to quality instruction.

*Section 2.* It shall be the duty and responsibility of the Faculty to ratify and/or amend the Constitution and to otherwise uphold it by working collegially and through proper administrative channels when identifying concerns, advocating for change, and/or strengthening our mission.

*Section 3.* It shall be the duty and responsibility of Faculty and Staff to conduct all business with transparency. The College is structured to provide leadership that best supports Faculty, Staff, and the preparation of its students through shared governance, broad representation, ongoing communication, and collaboration.

## **ARTICLE V – Organization of the College of Communication and Education**

*Section 1.* The Dean, College of Communication and Education, shall administer the College.

*Section 2.* The Dean shall be advised and assisted in administration by a Deans and Chairs Committee made up of the Chairs of the Departments of Communication Arts and Sciences; Communication Design; Journalism and Public Relations; Kinesiology; Recreation, Hospitality, and Parks Management; the Coordinator of Liberal Studies; the Director of the School of Education; the College Director of Development; and Staff. The Dean shall schedule meetings of the Dean and Chairs Committee (DAC) and shall work closely with this group in administering the affairs of the College. The Dean may create subcommittees within the structure of DAC or may create ad hoc committees when he/she

deems it desirable. The Faculty of the College shall be notified of the creation of such subcommittees.

## **OFFICERS AND RESPONSIBILITIES**

*Section 1.* Officers of the College of Communication and Education shall be the Dean of the College, the Associate Dean(s), the Department Chairs, Director of the School of Education, and the Program Coordinator of the Liberal Studies Program.

*Section 2.* The Dean's Duties and Responsibility

### General Overview

The Dean of the College of Communication and Education is the designated leader and administrative officer responsible for the effective and efficient operation of the College within the context of the university as a whole. The Dean is expected to establish and maintain a collegial work climate, cooperatively lead the academic unit toward continuous improvement and relevancy, and ensure the academic integrity and curricular coherence of all programs embraced within it. The Dean is the public representative and advocate for his/her academic unit, internal and external to the university. The Dean may delegate some duties of the position to associate deans, department chairs, or program coordinators, but is ultimately responsible for the quality of their implementation (see Position Description, appendix A).

- a. It shall be the duty and responsibility of the Dean of the College of Communication and Education to administer the College. The Dean should vigorously present the goals and academic aspirations of the various Departments and School(s) to the administration and, through proper documentation, justify the needs for budgetary support.
- b. Funds should be allocated in an equitable manner with the counsel of and consultation with the Dean and Chairs Committee.
- c. The Faculty of the College should be kept informed by the Dean through meetings of the Faculty of the College or through memoranda of:
  - i. Directives not otherwise distributed that affect the faculty.
  - ii. Committee assignments or appointments to University-wide committees where faculty members serve as the representative of the College. Such assignments should be publicized so that qualified, interested faculty may apply for such assignments.
  - iii. The Dean may call a meeting of the Faculty of the College when he/she deems it necessary and shall call a meeting of the College when requested by a majority of the Deans and Chairs Committee, or when petitioned by a minimum of ten (10) faculty members of the College. The

Dean will notify the faculty of meetings by distributing an agenda one week prior to any called meeting.

iv. The Dean shall determine the presence of a quorum at any meeting, which shall consist of a majority of those members eligible to vote at that meeting. Absent members may be represented by signed proxies with prior approval of the Dean and will be counted as present for the purposes of determining the presence of a quorum.

### *Section 3. The Associate Dean(s) Duties and Responsibilities*

#### General Overview

The Associate Dean(s) of the College of Communication and Education provide Leadership in Support of the Dean Duties. The Associate Dean(s) participate and assist the Dean with preparation of reports, maintenance of the college website, and intercollege communications. The Associate Dean(s) participate in the oversight and maintenance of outreach relationships with other higher education institutions, community organizations, and local agencies in support of the educational and research goals of the College, such as serving as liaison to the CSU education deans and California teacher certification agencies and working with and assisting the Dean and College Development Director on alumni relations, community relations, and fundraising projects. The Associate Dean(s) assist the Dean in support for students, curriculum, and programs, in addition to assisting the Dean with other duties as assigned (see Position Description, appendix B).

### *Section 4. The Chair's Duties and Responsibilities*

The Department Chairs are responsible for the administration, leadership, course programming, personnel actions, representation, budget, staff supervision, planning, coordination, liaison, and dispute resolution of their respective departments, as described in [AA 84-18](#). The appointment of Department Chairs follows the procedures for appointment and service of department chairs in [EM 83-009](#). The Dean will forward the faculty selection together with a recommendation to the Vice President for Academic Affairs (see Position Description, appendix C).

### *Section 5. The Development Director's Duties and Responsibilities*

The Director of Development of the College of Communication and Education leads the fundraising and advancement efforts of the College, manages donor relations, assists with College event coordination, and serves as a liaison between the College and University Advancement. Additionally, the Director of Development supervises the Development Administrative Support Assistant and serves as a regular member of the Dean and Chairs Committee (see Position Description, appendix D).

## **ARTICLE VI - MEETINGS**

*Section 1.* The College shall hold at least one meeting during the academic year to review, strategize and/or plan.

## **ARTICLE VII - COMMITTEES**

*Section 1.* General Provision on Committees.

Except for the Personnel and Leaves Committees, all committee meetings shall be open to all College of Communication and Education voting members. In addition to special reports that may be called for by the Faculty, all Standing Committees shall submit at least one brief progress report each year to the Dean, and a copy retained in the committee records.

*Section 2.* Special Committees.

The Faculty or the Dean of the College may create any special committees as deemed necessary.

*Section 3.* Personnel (RTP) Committee.

The Personnel Committee will be responsible for making recommendations for retention, tenure, and promotion for tenure-track faculty. The committee shall consist of one tenured, full professor from each department, elected by the tenure-track faculty of their home department. If Directors or Chairs serve on the department personnel committee, they may not participate in the Director/Chair level of review.

College Personnel Committee members represent the College, not any department or other entity.

Each member's term of office shall be one year. The chair shall be elected by the College Personnel Committee members.

The College will make faculty personnel (RTP) training available to all department and college personnel committee members each year.

*Section 4.* Standing Committees

A. The following procedures are relevant for establishing Standing Committee membership.

1. Membership shall be for one year.
2. Faculty shall be surveyed by Chairs as to their preferences regarding which committee(s) they would like to serve on as members. Giving these preferences due regard, and insofar as feasible, Department Chairs will make committee recommendations to the Dean by May 15 of each year.



The Dean will make the committee assignments for the following academic year.

3. The Dean has the privilege of appointing representatives of the Dean's office to any Standing Committee.
4. Each committee will elect its own chair at the beginning of the academic year.

B. Following are the specifications for the College Standing Committees including descriptions.

<b>College Standing Committees</b>	<b>CSU Policy</b>
<p><b>Personnel (RTP) Committee</b></p> <p>Responsible for making recommendations for reappointment, promotion, and tenure for tenured and tenure-track faculty and recommendations for promotion of non-tenure-track faculty in the college. The committee shall consist of one tenured, full professor from each department, elected by the tenure-track faculty of their home department. If Directors or Chairs serve on the personnel committee, they may not participate in the Chair/Director level of review. College Personnel Committee members represent the College, not any department or other entity. The committee shall consist of at least three full professors.</p>	<p>FPPP 3.4 College Office SET procedures 7.0.3 The <i>personnel action file</i> (PAF) 7.0.17 Personnel Files – <i>Temporary Faculty Personnel</i> files  10.3.14-10.3.17 College personnel committee role</p>
<p><b>Leaves Committee</b></p> <p>Responsible for making recommendations to the Dean on sabbatical, Difference-in-pay leaves, and leaves without pay. The committee is composed of tenured faculty, with one representative per department/school.</p>	<p>FPPP 13.1.1 .a-g 13.1.1.b, 13.1.2.d.2, 3, 5; and 13.1.2.e.  CBA 20.1.d; 20.2.c 27.1</p>
<p><b>Curriculum Committee</b></p> <p>Responsible for making recommendations to the Dean on the implementation, modification, and suspension or discontinuation of courses and curriculum. The committee’s charge includes discussing and approving new proposed courses/curriculum for the College that serves multiple departments and/or is interdisciplinary. There shall be one representative per department/school.</p>	<p><a href="#">The Academic Department Manual</a></p>
<p><b>Academic Status Committee</b></p> <p>The Dean of each college shall establish an Academic Status Committee consisting of at least one faculty representative from each department or program. The Dean and Chairs Committee will serve this function.</p>	<p>Academic Probation and Disqualification <a href="#">EM 05-003</a>  <a href="#">Executive Order 823</a></p>
<p><b>Student Learning Fee Committee</b></p> <p>The committee sends a request for proposals to the college constituencies using the approved proposal format. Proposals are then collected and reviewed by the college’s fee committee. Proposals are ranked by the committee and</p>	<p><a href="#">EO 1049</a> The Student Learning Fee Committee Guidelines</p>

<p>recommended to the dean. Consists of the College Dean, or Dean’s representative, two faculty, and voting student representatives, including the student senator. Each fall, a call for nominations of faculty, student, and staff membership is made.</p>	
<p><b>Strategic Initiatives Committee</b></p> <p>The Dean of the College will create special committees. The CME Committee will have a representative from each department to advise the Dean on college-wide integrative courses, programs, and studies and the development of new initiatives on teaching, research, and outreach.</p>	
<p><b>Library Committee</b></p> <p>See College Handbook and University Library Advisory Committee (Section C below).</p>	<p><a href="#">EM 01-018</a></p>
<p><b>Assessment Committee</b></p> <p>Responsible for supporting the regular process of program assessment activity, reporting, and the overall pursuit of continuous improvements in student learning throughout the College. Membership is made up of Program Assessment Facilitators, the CME Assessment Coordinator, and any other staff or administrators necessary to the support on-going quality assessment. The committee will meet at least once, early in the fall and spring semesters and then as needed with the primary objective of sharing current information, tools, and best practices, as well as reviewing college and university expectations for assessment work.</p> <p><b>Other committees added as necessary</b></p>	

C. Following are the specifications for the University Standing Committees that include College representation *including descriptions*

<b>University Committees with College Representation</b>	<b>Existing Policy</b>
<p><b><u>University Academic Status Committee</u></b></p> <p>The Executive Committee of the Academic Senate shall appoint one faculty member from each college. Appointments will be staggered three-year terms. Designees from Academic Advising Programs will serve as an ex-officio, non-voting member.</p>	<p>Academic Probation and Disqualification EM <u>05-003</u></p> <p><u>Executive Order 823</u></p>
<p><b><u>University Student Evaluation of Teaching (USET)</u></b></p> <p>Committee provides a systematic framework in which the University evaluates learning and teaching through one aspect of evaluation known as Student Evaluations of Teaching (SET). Membership includes one faculty member selected from each instructional College appointed by their College Dean.</p>	<p>FPPP 3.0-3.4</p> <p><u>EM 15-010</u></p>
<p><b><u>Curriculum Advisory Board (CAB):</u></b></p> <p>Responsible for making recommendations to the Provost or designee on the implementation, monitoring, and development of the GE program. In consultation with appropriate disciplinary faculty, it is responsible for the coordination of assessment and the addition or deletion of individual courses as well as any proposed substitutions. Since CAB will advise the Provost on a major university program, it may either initiate advice or respond to requests for advice.</p>	<p><u>(EM 10-001)</u></p> <p>Academic Department Manual</p>
<p><b><u>The University Academic Status Committee</u></b></p> <p>The Executive Committee of the Academic Senate shall appoint one faculty member from each college. Appointments will be staggered three-year terms. Designees from Academic Advising Programs will serve as an ex-officio, non-voting member.</p>	<p><u>EM 05-003</u></p> <p><u>Executive Order 823</u></p>
<p><b><u>University Writing Committee:</u></b></p> <p>The Provost and the Academic Senate Executive</p>	<p><u>EM 99-003</u></p>

<p>Committee, upon the recommendation of the academic deans, shall jointly appoint one representative from each college to three-year staggered terms.</p>	
<p><b><u>Enrollment Management Advisory Committee</u></b></p> <p>Eight faculty members from each college for a 3-year terms, in accordance with EM 02-109.</p>	<p><a href="#">(EM 02-109)</a></p>
<p><b><u>Internal Research Grants Committee</u></b> (formerly known as Research &amp; Sponsored Programs Committee):</p> <p>Responsibilities include reviewing and recommending to the dean proposals submitted for internal grant competitions that support research, scholarship, creative activities, demonstration projects, and other related activities. Eight elected faculty members from each college for a 3-year term.</p>	<p><a href="#">EM 14-012</a></p>
<p><b><u>Library Advisory Committee:</u></b></p> <p>College book chairs will serve on this committee while serving as respective college book chairs.</p>	<p><a href="#">(EM 01-018)</a></p>
<p><b><u>All University Responsibility Teacher Education</u></b></p> <p>Provides program and policy oversight of the teacher education programs. Representation includes one faculty member from each college- representing single subject waiver programs.</p>	<p><a href="#">EM 89-010</a></p>
<p><b><u>Commencement Policy Committee</u></b></p> <p>Plans and conducts commencement exercises in accordance with the Policy on Commencement Exercises. One faculty representative from each of the colleges chosen by the Dean of the College (AG, BSS, BUS, CME, ECC, HFA, NS, Graduate Council) for a 1-year term.</p>	<p><a href="#">(EM 14-015)</a></p>

<p><b>Scholarship Committee</b></p> <p>One faculty member from each college. Appointments to be made by the Dean of each college.</p>	<p><b>Contact:</b> Scholarship Specialist in Financial Aid &amp; Scholarship Office</p>
<p><b><u>The University Technology Advisory Committee</u></b> (UTAC)</p> <p>Provides a forum for broad-based advice and assistance in implementing Chico's Information Technology Strategic Plan.</p>	<p><b><u>(EM 06-084)</u></b></p>

*For additional opportunities for University Wide committee service, consult the Academic Senate University Committees List for a listing of the committees to which the Senate makes appointments.*

**ARTICLE VIII - COLLECTIVE RESPONSIBILITY OF THE FACULTY**

*Section 1.* It shall be the duty of the Faculty to formulate and maintain educational policy, to make recommendations pertaining thereto, and to adopt rules and regulations appropriate to its implementation.

*Section 2.* The Faculty may express by formal resolution its opinion or desire on any subject relating to the administration or policy of the College or University.

*Section 3.* The members of the College assume that collegial engagement and civil discourse in all matters are the hallmarks of professionalism.

**ARTICLE IX - RATIFICATION**

*Section 1.* This Constitution shall be approved upon a favorable vote from a majority of the voting members of the College.

*Section 2.* The Dean and Chairs Council will conduct a review of this Constitution periodically, not to exceed three years. The review process will normally be conducted during the final semester before the end of the three-year period.

**ARTICLE X -AMENDMENTS**

*Section 1.* Amendments to this Constitution may be initiated by any of the voting membership of the College of Communication and Education by submitting a written statement of the proposed amendment, with the signatures of ten or more sponsoring faculty members, to the Dean and Chairs Committee.

*Section 2.* Amendments shall be approved upon a favorable vote from a two-thirds majority of those Faculty voting in a referendum conducted by the Deans and Chairs Committee.

*Section 3.* In those cases where amendments to this Constitution become necessary because of modifications to controlling policies, regulations, or rules,

the required changes may be made by the Deans and Chairs Committee and responsible Associate Dean. These changes are subject to review and approval by the Dean, after which they are communicated to the faculty and become effective immediately.

## **Appendix A: Dean's Duties and Responsibilities**

### **Leadership and Administrative Duties**

- Provide overall leadership, direction, advocacy, communication, coordination, of the College as a whole, and of the academic units within it.
- Establish and maintain a cooperative, collegial work climate which enhances communication, trust, transparency, and collaboration among faculty, staff, and students.
- Work cooperatively in establishing and monitoring a budget which enhances and supports the mission of the College, Departments and Programs.
- Develop a strategic plan which advances the mission of the College as a whole, and which aligns the College mission with the mission of the campus and campus-wide priorities.
- Represent the College to the Chancellor, the CSU, the Chico State administration, other segments of the university, and to the communities served by the College.
- Ensure productive use of facilities and space.

### **Personnel Duties**

- Authorize and coordinate all personnel searches for the academic units, ensuring that diversity goals for faculty are pursued diligently.
- Provide evaluations of faculty and staff in keeping with campus policies and procedures.
- Conduct performance evaluations of department chairs and/or program coordinators per [EM 83-09](#).
- Pursue faculty and staff professional development activities that maintain morale, reward and foster competence and effort, and deal effectively with problems and issues that may decrease faculty and staff performance.
- Harness the promotion and tenure process to create an atmosphere of growth.
- Recommend to the Provost all personnel actions, such as appointment, reappointment, promotion, tenure, leave, and resignation and retirement.
- Serve as a mediator in resolving problems arising among faculty and their department chairs or program coordinators, faculty and other faculty, and faculty and staff.

### **Curricular Duties**

- Ensure scope and coverage of the curriculum, working toward full utilization of faculty expertise in its delivery.
- Work cooperatively with the administration and faculty to develop relevant degree and certification programs that serve the needs of the population of the service region and beyond.
- Ensure that student evaluation of faculty occurs systematically, fairly, and



- regularly.
- Establish a formal and informal communication network so that student feedback occurs on significant issues and problems in the College.
  - Improve and foster successful student recruitment and retention within the unit.

**Community Relations, Advancement and Development Duties**

- Direct and coordinate all unit fund raising activities and other promotional work with College and other stakeholders.

**Other Duties**

- Perform such other duties as may be delegated or assigned by the Provost or President

## **Appendix B. The Associate Dean (s) Duties and Responsibilities**

### Leadership in Support of the Dean Duties

- Participate and assist the Dean with preparation of reports, college website and communications, and other reports on programs within the College.
- Participate in the oversight and maintenance of relationships with other higher education institutions, community organizations, and local agencies in support of the educational and research goals of the College.
- Serve as liaison to the CSU education deans and California teacher certification agencies.
- Work with and assist the Dean and College Development staff on alumni relations, community relations, and fundraising projects.
- Oversee the Department Chairs and Program Coordinators in the Dean's absence.
- Involvement in professional organizations that enhance the University's image and affiliations.
- Assist the Dean with other duties as assigned.

### Curriculum and Program Support

- Facilitate programs to enhance the research and scholarly activities of faculty and students, including grant-writing, undergraduate and graduate research, and interdisciplinary research endeavors.
- Foster and assist with course and program redesign projects and other curricular initiatives targeted at improving student learning and retention, including associated faculty development programs working with campus teaching, learning, and technology centers.
- Oversight and coordination of the curriculum, including development and implementation of college-wide programs, and review of course and program proposals.
- Coordinate college-level assessment initiatives, department assessment activities, articulation with community colleges, department program review processes and college contributions to the Western Association of Schools and Colleges review process.
- Facilitate effective and innovative use of technology for instruction, assessment, and support purposes throughout the College.

### Student Support

- Review and respond to student concerns, such as academic petitions, student grievances, issues, and problems.

- **Oversee College scholarship programs**
- **Oversee and build student enrollment, facilitate recruitment, orientation, advising, retention, class scheduling, management of FTE targets, and instructional budget allocations in consultation with the Dean and Chairs.**

## **APPENDIX C. Responsibilities of Department Chairs ([AA 84-18](#))**

The policy on "Responsibilities of Department Chairs" was reviewed and approved by the Faculty Senate, President Wilson, and myself for implementation effective fall 1984. The list of responsibilities only covers those duties common to all department chairs and is not intended to include the myriad of unique, programmatic responsibilities that occur.

1. **ADMINISTRATION:** Responsible administratively to the school dean. Administer university, school and department policies for professional duties such as class attendance, office hours, committee obligations, sick leave, final examinations, off-campus travel, reporting of course grades, commencement assignments, and field trips. Exercise signatory authority as assigned by the University for items such as faculty loads, approval of late adds/drops, change of grades, and major clearance forms.
2. **LEADERSHIP:** Provide department leadership in program and curriculum development and quality, effective teaching, budget, advising, staff relations, professional activity, research, extramural funding, student achievement, university outreach, university and community service, and harmonious working relations.
3. **COURSE PROGRAMING:** Oversee the timely planning of course schedules submitted in compliance with University policy and appropriate staffing for all courses offered by and through the department, including consultation with faculty prior to making faculty assignments. Oversee course offerings (regular, intersession, summer, extension) to assure curricular requirements of the department receive appropriate curriculum reviews at department and school levels.
4. **PERSONNEL ACTIONS:** Make independent evaluations and recommendations on matters of faculty retention, tenure, promotion and hiring; staff performance and reclassification; requests for leaves of absence; and faculty and staff appointments. Ensure that all hiring recommendations by the department conform to University hiring policies.
5. **REPRESENTATION:** Call and chair meetings of the department faculty; disseminate information transmitted to the department; and maintain records of the department. Represent the department at the school and university levels, and within the community; and represent the school and the university to the department.
6. **BUDGET:** Prepare and administer with faculty input the department's budget and the appropriate use and security of equipment and facilities assigned to the department.

7. **STAFF SUPERVISION:** Supervise clerical and technical staff assigned to the department.

8. **PLANNING:** Coordinate and guide department planning in the areas of academic programs, personnel, facilities, and equipment; and oversee the ongoing review of departmental plans for their relationship to school and university goals and plans.

9. **COORDINATION:** Coordinate the work of departmental committees, including student clubs, peer advising groups, and advisory bodies.

10. **LIAISON:** Provide liaison between students, faculty, administration and the community for discussion and informal resolution of issues arising from faculty, staff, or student concerns about the general functioning of the department, the department's curriculum, and/or the department's students.

11. **DISPUTE RESOLUTION:** To serve as the first point of discussion for issues arising within the department having to do with faculty, staff, and student grievances or complaints.