

Article 12 - Academic Leadership Roles

This article includes a description of the responsibilities and the compensation structure for the academic leadership roles that may exist within an academic department. These roles include Department Chair, Assistant Department Chair, Program Director and Lead Faculty. Faculty will be contracted for only one Academic Leadership position at a time. Exceptions for extenuating circumstances must be approved by the Vice President of Academic Affairs prior to offering a contract consisting of multiple Academic Leadership positions at a time.

The Academic Leadership Role, assigned bargaining unit member, and the final allocation of release time will be published and kept updated online on the Faculty Infobook website and on a page linked from the Vice President of Academic Affairs webpage. Academic Leadership Role job descriptions will be published and kept updated on the Faculty Infobook website and linked from the Vice President of Academic Affairs webpage.

Assistant Department Chairs

Section 1. Job Description

It is the responsibility of the Dean to provide the approved descriptions of the responsibilities that accompany Assistant Department Chair reassigned time, and to ensure faculty who accept Assistant Department Chair reassigned time are aware of these responsibilities. The responsibilities and expectations must be provided in writing to the faculty member as Assistant Department Chair status is being assigned and accepted. The Assistant Department Chair position provides administrative support to the Department Chair, coordinating curricular activities and providing programmatic support. The Assistant Chair also plays a support role to Program Directors and Lead Faculty as required.

Section 2. Major Responsibilities

- A. Provides support to the Chair as needed in oversight of the day-to-day operations of the department.
- B. Serves as a proxy for the Chair in departmental meetings and in representing the department as needed.
- C. May supervise staff and part time faculty in the respective department.
- D. May represent the Department in both external and internal meetings, with a wide variety of constituencies.
- E. Works closely with the Chair and Dean in developing and administering the departmental Unit Plan and departmental strategic and operational planning.

- F. Completes departmental projects as directed by the Department Chair.
- G. In conjunction with the Department Chair, provides oversight and support of departmental programs, programming, events and activities.
- H. Assists faculty with curriculum development and review.
- I. Demonstrates a commitment to diversity, equity, and inclusion.

ANNUAL ASSISTANT DEPARTMENT CHAIR RE-ASSIGNED TIME IU's

NAME	DEPARTMENT	SCHOOL	Total Re-assigned Time IU's for 2023-2024 Academic Year
Kathy Baker	English	Arts & Letters	6
TOTAL ARTS & LETTERS			6
2023-2024 TOTAL ASSISTANT DEPT. CHAIR RE-ASSIGNED TIME			6