

The Multiple Roles of the Department Chair¹

1. Faculty Recruitment and Development

- a. Help faculty to set professional development goals
- b. Find and provide resources to enhance faculty growth
- c. Evaluate faculty members' performance
- d. Acculturate new faculty
- e. Facilitate networking opportunities
- f. Market faculty inside and outside the university
- g. Encourage formal/informal mentoring among faculty
- h. Prevent faculty attrition

2. Department & Fiscal Management

- a. Manage department personnel
- b. Facilitate compliance with university procedures
- c. Make budget decisions consistent with department goals
- d. Develop strategies to use financial resources more efficiently
- e. Achieve budget targets

3. Managing Teaching, Research & Service

- a. Oversee responsibilities for all discipline-specific educational programs
- b. Promote the quality of teaching in the department
- c. Maintain faculty participation in educational and professional development activities
- d. Encourage successful research
- e. Develop an awareness of individual faculty loads and balance accordingly

4. Personal Productivity

- a. Obtain extramural support for the department as needed
- b. Participate in teaching
- c. Publish and present research findings
- d. Invest time in your own professional development

5. Citizenship/Leadership

- a. Participate in and lead school and university committees
- b. Support other departments through encouraging collaborations in research and teaching
- c. Provide leadership in departmental planning, re-growth, and resources needs
- d. Communicate and support institutional priorities to faculty and staff
- e. Establish departmental priorities and communicate them effectively to the faculty and administration

¹ Adapted from *The Successful Medical School Department Chair* by Biebuyck, et. al.