

Department Chair Checklist

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Compiled by: Daniel R. Jeske, Peter Atkinson, Rick Redak and Patty Springer

Awareness

1. Read APM-245 for a broad overview of the role and responsibilities.
2. Review key policies with the department including SVSH, Bullying and Abusive Conduct, Research Misconduct, Performance Management, Consensual Relationships, APM-015, and APM-025.
3. Review of key campus offices such as Ombuds, DEI, Compliance Office, VPAR, Campus Counsel, and Student Conduct.
4. Discuss with the faculty role of the academic senate committees.
5. Review critical training and reporting requirements including SVSH training, Cybersecurity training, search committee training, and COI/COC reporting.
6. Discuss the role of IRB reviews in research planning.
7. Refer faculty to the Office of Research for early and frequent advice concerning IP issues and/or forming companies that are either related or not related to UCR work.
8. Discuss with the senate faculty the grievance process (senate bylaw 335).
9. Discuss with the represented non-senate academic appointees the grievance process is through their bargaining contracts, and with the unrepresented non-senate academic appointees the grievance process is through APM-140.
10. Assure that campus/college information and announcements are promptly communicated to faculty/entire department as necessary, including explanations/interpretation of impact/seriousness to department (e.g., changes in safety regulations, changes to the CALL, etc.)
11. Work with faculty to communicate major accomplishments to campus via news articles and press releases.

Career Development

1. Have annual reminder conversations with all faculty about The CALL and APM-210.
2. Build a faculty mentoring program in the department.
3. Ensure on-time submission of M/P files to other review entities according to published schedules and recognize the serious consequences for needlessly avoiding deadlines.
4. Discuss with faculty options for accelerations, decelerations, additional O/S, career reviews.
5. Provide feedback to faculty on student evaluations of teaching.
6. Work with underperforming faculty to help them get back on track, but also understand the role of APM-075 in managing department turnover.
7. Understand the impact of the timing and duration of being a department chair can have on your career (see APM-245-11). It remains important to have evidence of continued productive involvement in scholarly activities. On the other hand, recognize that career options in higher administration can be facilitated by good performance as a department chair.
8. Oversee the onboarding process of new faculty

9. Sharpen your own time management skills by learning from experienced chairs how to deal with the workload in efficient ways.
10. Organize and/or participate in within-college chair support groups.

Administration

1. Final decider on teaching assignments, subject to department consultation and norms
2. Organizing and running periodic department meetings and possibly an annual planning retreat
3. Being promptly responsive to all questions from students, faculty and staff
4. Set the tone for safety-conscious department culture and provide oversight of delegated authority.
5. Establish consensus, recognizing that differs from unanimity but is typically a clear majority.
6. Annually review bylaw 55 with thoughtful discussions
7. Sometimes 'No' needs to be an answer, and sometimes rolling with higher-up decisions you don't support will be necessary. Do some reading on how to deal with difficult relationships and/or have difficult conversations with students, faculty and staff
8. Undertake periodic curriculum reviews
9. Understanding and communicating about campus issues that affect the department such as hiring strategies, budget issues, and administrative changes
10. Uphold the responsibility to nurture the department climate, paying some special attention to the paths of junior faculty, women faculty, and faculty of color.
11. Be a champion for equity in the department with respect to service and TA assignments
12. Recognize and appropriately participate in grievance and disciplinary actions in the department when needed
13. Organize and lead the efforts for academic plans, strategic plans, and program reviews.
14. Be responsible for undertaking and reporting annual assessments of learning outcomes as requested through the Office of the Provost.

Vision

1. Develop connections to department alumni.
2. Strategize ways to enhance department visibility on the campus, in the community, and across the nation and globe.
3. Work on fund-raising opportunities for the department.
4. Discuss the possibility of new majors, perhaps in coordination with other departments.
5. Establish a departmental awards committee for internal and external awards, and for students and faculty.
6. Discuss the creation of professional masters programs.
7. Explore potential for organizing anniversary celebrations for department and faculty.
8. Explore departmental activities surrounding commencement.
9. Explore departmental reunions at major conferences.