



### Roles and Responsibilities of Department Chairs

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<b>Approval Signature:</b>	/s/

## **Roles and Responsibilities of Department Chairs**

Department Chairs serve in a leadership capacity in support of the California State University Maritime University's (Cal Maritime's) mission. The position of the Department Chair is an instructional administrative assignment to facilitate the orderly conduct of the affairs of the department. Their responsibilities include, but are not limited to the following categories:

### **Advocacy and Leadership of the Department**

- Represent the department to the Dean and the campus councils or committees.
- Collaborate with the university admissions office in the outreach activities as resources allow.
- Partner with university advancement division in securing monetary/capital equipment donations for the department as resources allow.
- Maintain active involvement with discipline based professional associations at regional, state, and national levels.
- Participate in the recruitment and enrollment of cadets in the program in collaboration with university admissions as resources allow.
- Set tone of collegiality within department and between departments.
- Establish and ensure effective and equitable shared governance practices within the department.
- Address conflicts and attempt to resolve issues between faculty and cadets.
- Demonstrate respect for personnel matters and maintain confidentiality regarding personnel decisions and grievances.

### **Academic Programs**

- Foster and advance the quality of academic programs.
- Work with departmental faculty in academic program planning and review, curriculum development, review, and revision.
- Work with Chair colleagues in other departments and library on curricular matters if such decisions impact other schools/departments.
- Lead and support the department in carrying out assessment of student learning outcomes and act as the department coordinator for all applicable accreditation activities or appoint and supervise a department faculty member to act in that role.
- Determine course offerings and instructor assignments to meet curricular goals and department needs under the supervision of the school Dean.
- Support the operation of instructional activities such as simulators and laboratories.
- Support diversity, equity, and inclusion in the development of curriculum.

## **Faculty**

- Be cognizant about the departmental priorities and strongly advocate for future probationary faculty hiring and in consultation with the Dean, submit recruitment requests to the Office of Academic Affairs.
- Promote diversity, equity, and inclusion in the recruitment and hiring of probationary faculty.
- Foster innovative teaching by supporting faculty development.
- Foster faculty scholarly activities by providing access to grant opportunities, penning down recommendation letters, allocating faculty development funds for conference travel, and adjusting work assignments.
- Counsel faculty regarding the RTP criteria and assist probationary faculty with understanding of the evaluation processes and help them prepare an effective WPAF document.
- Conduct all the evaluations and establish committees in adherence to the senate RTP Policy.
- Counsel lecturers regarding the criteria upon which their performance will be evaluated for lecturer range elevation.
- Follow the Collective Bargaining Agreement (CBA) for the appointment of lecturers.
- Conduct evaluations of the lecturers in adherence to the senate evaluation of lecturer's policy.
- Be attentive to and make efforts to improve the retention of diverse faculty.
- Consider qualitative and quantitative feedback from student evaluations to foster curricular and pedagogical growth, in collaboration with faculty.

## **Cadets**

- Ensure active involvement of the department in annual recruiting events such as Preview Day, Orientation, Cal Maritime Day and other open house events.
- Participate in and facilitate the participation of the departmental faculty to support activities in the retention, and graduation efforts as requested.
- Advise cadets concerning degree requirements and career objectives and ensure an effective student advisement program within the department by encouraging faculty, to familiarize with all the required software's (for example, Peoplesoft and Passport) and be up to date with HR trainings (for example, Title IX, Diversity, and sexual harassment trainings).
- Be familiar with campus support structures for accommodations, counseling, and crisis intervention.
- Assist in the resolution of grievances, differences, and complaints between cadets and faculty as requested.
- Coordinate cadet petitions, withdrawals, waivers, and change of grade, etc., by taking recommended actions.

## **Administration of the Department**

- Be available through the work week to attend to daily business of the department and to meet cadet needs.
- In accordance with the collective bargaining agreement (CBA), Department Chairs are on a 12-month contract. Department Chairs shall be required to be available over the summer during the non-academic calendar.
- Schedule and chair department faculty meetings typically at least once a month.
- Attend all meetings of department chairs and share the necessary information from those meetings with the departmental faculty.
- Provide annual reports, faculty workload, release, and assigned time reports as requested.
- Promote an open communication by inviting and responding to comments and suggestions of faculty.
- Participate in the department chair evaluation processes and develop a plan to address faculty concerns by meeting with the school Dean.

## **Budget**

- Manage class offerings commensurate with budgetary resources, quality of instruction, and Cal Maritime's mission.
- Supervise the ordering of department's laboratory equipment and other necessary supplies.
- Develop and implement appropriate procedures for the use, maintenance, and repair of equipment.
- Manage the allocated operational budget for the department under supervision of the school Dean.

**NOTE:** The responsibilities of the Department Chairs will vary across the schools. All the aforementioned categories may not be appropriate to every Department Chair at Cal Maritime. The school Dean will assist the Department Chair understand the prioritization of the responsibilities in conjunction with Cal Maritime's vision and goals.