

English Department Chair Job Description

- Effectively promotes the department's goals and values to the rest of the university;
- Effectively works to obtain needed physical resources for the Department;
- Effectively works to obtain other needed resources for the Department;
- Effectively arranges for and conducts Department meetings;
- Effectively monitors Department budgets and shares budget information as appropriate;
- Effectively facilitates curriculum monitoring and new curriculum development;
- Effectively facilitates and coordinates Department scheduling;
- Effectively manages office staff;
- Effectively and fairly evaluates Department faculty annually;
- Effectively monitors new faculty;
- Effectively supports faculty development;
- Effectively manages personnel issues;
- Effectively communicates to the Department;
- Effectively promotes Department collegiality and cohesion;
- Effectively and fairly evaluates Department faculty annually;