

Role of the Chair at UTSA

Being a Leader and a Manager

Department Chair Training | August 30, 2016

Department Chair Responsibilities

- **Serve as liaison**
- **Facilitate departmental governance**
- **Implement policy**
- **Decide personnel matters**
- **Oversee day-to-day operations**
- **Facilitate academic advisement**
- **Determine appropriate role of staff & students in departmental matters**
- **Ensure department is compliant**

Management vs. Leadership

Managers are:

- **Planners**
- **Organizers**
- **Controllers**
- **Rule-conscious**

Leaders are:

- **Change-oriented**
- **Visionary**
- **Networkers**
- **Relationship-builders**
- **Able to cope with multiple constituencies**

Leading the Academic Department

- **Articulate a vision**
- **Set standards for performance**
- **Create focus and direction**
- **Care about the work and the people who do it**
- **Inspire trust and build relationships**

Source: Academic Impressions

Department Chair Accountability Measures

Source: UTSA College of Liberal & Fine Arts

- **Participate in chairs' meetings**
- **Provide faculty with accurate transmission of dean's and provost's office policies and viewpoints**
- **Provide students with accurate transmission of dean's and provost's office policies and viewpoints**
- **Keep curriculum streamlined**
- **Plan three-year class schedules**

Department Chair Accountability Measures (cont'd)

- **Provide sound fiscal management (do not exceed allocations or projections):**
 - M&O
 - NTT salary budget
 - Summer instructional budget
 - Travel
 - Graduate Incremental Tuition
 - Doctoral funding
 - Fee accounts
 - Scholarships
- **Control NTT expenditures through curriculum planning and enrollment management**

Department Chair Accountability Measures (cont'd)

- **Implement faculty workload policy through annual workload agreements**
- **Encourage adoption of current classroom methods and technologies**
- **Monitor and cancel short courses**
- **Insure full expenditure of annual scholarship fund accumulations**
- **Insure full expenditure of endowment account accumulations**
- **Insure compliance in hiring and personnel matters**

Department Chair Accountability Measures (cont'd)

- **Contribute to the hiring and retention of a highly qualified and diverse faculty**
- **Prevent and contain faculty grievances**
- **Prevent and contain student grievances**
- **Meet with college advisor for your discipline(s) at least once a semester**
- **Insure efficient and appropriate use of staff time and effort**
- **Encourage a professional and courteous department office atmosphere**

Department Chair Accountability Measures (cont'd)

- **Build positive relationships with other university offices**
- **Maintain office records adequate for SACS and disciplinary accreditations**
- **Maintain professional quality of correspondence with university constituents**
- **Participate in college advisory council meetings**
- **Attend faculty forums and commencement exercises**
- **Promote SECC campaign**

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