



POLICY STATEMENT

NO. 2.11.02

COORDINATED BY: Office of Academic Affairs

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SUBJECT: DEPARTMENT CHAIRS

I. PURPOSE

Effective leadership by the Department Chair is essential to the delivery of fundamental University services.

II. POLICY

As full-time administrators, all Department Chairs hold office at the pleasure of the College Dean, the Provost and Vice Chancellor for Academic Affairs, the Chancellor, and the Louisiana State University Board of Supervisors.

Department Chairs, as administrative officers, may hold an academic appointment. This appointment will be compensated according to LSUS Policy Statement 2.33.01.

The academic Department Chair is a unique position, an administrative officer with an academic appointment, and the time and effort of the Department Chair are expected to reflect this. As the primary administrator of the Department, the Chair is expected to make the appropriate commitment of time and energy required to assure smooth functioning of all department operations in compliance with the University policies and regulations. Therefore, the Department Chair shall be regularly available to conduct University business during each semester, summer session, and at such other times (i.e., between semesters) as the Dean may deem necessary to ensure the efficient functioning of the Department, College, or University. If the Department Chair will not be

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available for any reason, he/she must consult the College Dean, in writing, about designating a substitute.

The Dean of the College shall annually review the performance of each Department Chair. This annual review shall include input from the faculty in the department.

Please refer to Appendix A for a complete job description for Department Chairs.

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APPENDIX A to LSUS Policy Statement 2.11.02
DEPARTMENT CHAIR JOB DESCRIPTION

Chairs are mediators between faculty and students. They are tasked with implementing a department's strategic planning and continuous improvement of programs in alignment with the interests of the college and university.

In coordination with the Dean and Associate Dean, the Chair:

- Prepares class schedules (semester and two-year schedules), curricula revisions, course substitutions, independent studies, transfer course requests, grade change approvals, grade appeals, required reports, and other paperwork with accuracy and promptness and in compliance with college and university procedures
- Provides leadership and support in developing curriculum
- Assumes responsibility for writing and revising the departmental sections of the catalog
- Develops and maintains effective departmental procedures and committees that align with college and university policies
- Coordinates marketing for departmental web pages and marketing materials
- Holds regular department meetings (at least 1 per semester)
- With Dean's approval, recruits, onboards, mentors, and evaluates well-qualified faculty adjuncts
- Assist with mentoring junior faculty in teaching, scholarly activity, research, and community service as part of a long-term plan towards tenure and promotion.
- Evaluates relevant faculty and staff members (including adjuncts and instructors) in writing annually according to college and university procedures
- Collects assessment and accreditation data in line with College procedure; presents and reports on these as requested; uses assessment data to improve outcomes for the department
- Manages the departmental budget effectively.
- Maintains and orders supplies

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- Addresses faculty/student complaints and maintains a log of these according to the policy
- Other duties as assigned by the Dean.