

## Summary of General Campus Department Chair Duties

UC San Diego

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This summary of the duties of general campus department chairs draws upon APM 245, Appendix A (see: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-245.pdf>) and upon PPM 230-1 (see: <http://adminrecords.ucsd.edu/PPM/docs/230-1.html>).

### General Duties

- Plan department programs in teaching, research, and other functions. This includes unit level planning, the development and implementation of unit initiatives, general oversight of activities related to scholarship, and keeping the department's curriculum under review.
- Ensure that departmental business is conducted ethically and in accordance with relevant laws, regulations and University policies.
- Perform other duties or special assignments as specified by the appropriate vice chancellor or dean.

### Climate and Methods

- Actively promote an ethical, innovative, and collegial working climate that is hospitable to creativity, non-discriminatory, and reflective of the values embodied in UC San Diego's *Principles of Community* (see: <https://ucsd.edu/about/principles.html>).
- Conduct the department's affairs in an orderly fashion through regularly scheduled department meetings, the appointment of appropriate committees, systematic consultation with academic and staff colleagues, and seeking student advice on matters of concern to students enrolled in the department's programs.
- Be receptive to questions, complaints and suggestions from academic appointees, staff and students associated with the department, and take action as necessary, including reporting to other administrative officials as appropriate.
- Provide for candid, accurate, constructive assessments in faculty merit and promotion reviews and in staff performance appraisals.
- Seek guidance from appropriate campus offices whenever complicated issues arise. An annotated list of contacts is maintained by Academic Personnel Services: <https://aps.ucsd.edu/files/chairs/UCSanDiegoCampusContactsforChairsandAdministrators1.pdf>

### Educational Mission

- Make teaching assignments in accordance with the policy described in [Regulation 750 of the Academic Senate](#) and make other faculty assignments as required for the orderly functioning of the department.
- In accordance with the approved curriculum, establish and approve course schedules, including time and place of class meetings.
- Establish and supervise procedures for compliance with [Academic Senate Regulation 546](#) with respect to special study courses.
- Make arrangements and duty assignments for academic counseling of students associated with the department.
- Make arrangements and duty assignments for the training and supervision of teaching assistants and other student teachers and teacher's aides.

### Operations

- Approve the departmental support budget and ensure that solid financial controls are in place so that monies are spent in accordance with departmental and divisional/school priorities and in accordance with University regulations and procedures.
- Authorize access to departmental and campus business systems to ensure that transactions are conducted by approved individuals and to preserve the security, integrity, and accuracy of the data contained in those systems.
- Assign departmental office, laboratory, common-use, and conference space and facilities in accordance with University policy and campus rules and regulations.
- Be responsible for the custody and authorized use of University property assigned to the department.
- Ensure departmental observance of proper and prudent health and safety regulations.

### Personnel

- Recruit, select, and evaluate the academic appointees of the department and, in consultation with colleagues, recommend appointments, promotions, merit advancements and terminations. The department chair should be informed about the criteria for each series as set forth in University policy and make recommendations in accordance with the criteria and procedures stated in the University's "Instructions to Appointment and Promotion Committees" ([APM 210](#)) in the Academic Personnel Manual (APM), UC San Diego Policy and Procedure Manual ([PPM 230](#)), and procedures and/or the appropriate memorandum of understanding. The department chair is expected to make certain that colleagues are aware of those same criteria and procedures.

- Maintain a departmental affirmative action program for academic and staff personnel, consistent with University affirmative action policies.
- Report regularly on the department's affirmative action program, including a description of good faith efforts undertaken to ensure equal opportunity in appointment, promotion, and merit advancement, as well as a report on affirmative action goals and results in accordance with campus policy.
- Receive training and keep abreast of University-wide and campus policies and procedures concerning discrimination, harassment, violence and other forms of unacceptable conduct.
- Ensure that all members of the department undertake the trainings mandated by the university, including those on Cyber Security, Sexual Harassment and Sexual Violence Prevention, and FERPA.
- Schedule and recommend (or recommend approval of) leaves of absence and sabbaticals while ensuring continuity of academic programs and fulfillment of responsibilities to students. (The department chair may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence request.)
- Ensure that staff personnel activities (e.g. recruitment, assignment of duties, performance evaluation, salary actions, etc.) are conducted in accordance with the appropriate staff personnel policies, campus policies and procedures, collective bargaining agreements, and/or memoranda of understanding.
- Ensure that staff personnel receive appropriate and timely training in their assigned job duties and have opportunities to participate in appropriate career development activities.
- Report promptly the resignation, serious illness or death of any academic appointee or staff member of the department to the divisional dean.
- Report failure of an academic appointee or staff members to carry out their responsibilities and, if appropriate, recommend disciplinary action in accordance with University policy and/or the memorandum of understanding.