

Responsibilities of Summer Department Chairs

The summer term for Department Chairs runs from 5/16-8/15 and includes the following responsibilities: Hiring part-time faculty, responding to email requests and inquiries, attending meetings, advising incoming graduate students, year-end budget oversight, planning for the next academic year, ongoing curricular planning, supervising, mentoring, and addressing performance issues of full- and part-time faculty, working with IRFM and departmental administration to execute capital assets/building projects (if applicable), observance of relevant laws and policies such as those concerning Title IX, Family and Medical Leave Act, disability, and health and safety, and other duties as assigned.