

12.99.99.R0.08 Academic Department Head Appointment and Responsibilities

Revised January 30, 2026
Next Scheduled Review: January 30, 2031



Procedure Summary

This procedure outlines the roles, responsibilities, and expectations of Department Heads to ensure effective leadership, academic excellence, and administrative efficiency.

Procedures and Responsibilities

1 APPOINTMENT, TERM, WORKLOAD, EVALUATION, AND COMPENSATION

1.1 Department Heads are appointed by the Dean, in consultation with faculty. The initial appointment is for a 4-year term. Thereafter, the appointment is renewable from 3 to 6 years, as determined by the Dean.

1.2 Evaluation: Annual Review

1.2.1 Department Heads are evaluated annually by the Dean, based on key performance indicators for administrative leadership. This evaluation process may also include teaching effectiveness and research productivity as relevant to the faculty appointment.

1.3 Evaluation: Comprehensive reviews for renewal are based on:

1.3.1 Performance in the areas of responsibility listed in section 2.

1.3.2 Written input from faculty. The Dean will invite all department faculty to submit written evaluations of the department head's performance. Faculty members may choose to submit written evaluations that reference specific examples and evidence related to the department head's leadership, management, and effectiveness; these submissions cannot be anonymous. The Dean will then compile all written evaluations received from departmental faculty, omitting any faculty names, and include them in the department head's comprehensive review.

1.3.3 Additional criteria based on departmental needs, which may include but are not limited to:

- 1.3.3.1 Departmental size and complexity
- 1.3.3.2 Accreditation standards
- 1.3.3.3 Special programs
- 1.3.4 Other factors as determined by the Dean.
- 1.3.5 Performance review criteria should be established by the Dean and communicated to new department heads at the beginning of their term. If a new Dean is appointed to the College, the new Dean is responsible for promptly communicating any changes in performance review criteria to all department heads in the College.
- 1.3.6 The Department Head will be afforded the opportunity to review the Dean's comprehensive evaluation and may submit a written rebuttal or response for inclusion in the official review file.
- 1.4 Workload and compensation, including summer compensation, are determined by the Dean in accordance with university policy on workload and based on the department's needs, including student enrollment, faculty/staff FTE, and program complexity, etc.

2 RESPONSIBILITIES

- 2.1 Strategic Growth and Engagement: reflects the Department Head's ability to advance the department's mission through proactive leadership and adaptive planning. The Department Head aligns departmental initiatives with the college vision and university strategic plan, strengthens the academic program portfolio to meet evolving student and workforce needs, and cultivates meaningful relationships with students, faculty, staff, alumni, and the community.
- 2.2 Personnel Management: reflects the Department Head's effectiveness in building and sustaining a strong, supported faculty and staff. The department head creates an environment that fosters professional growth through meaningful evaluation and mentorship while maintaining compliance with university policies, ensuring equitable workload distribution, and successfully recruiting and retaining talented personnel.
- 2.3 Budget and Resource Management: evaluates the Department Head's effectiveness in stewarding fiscal and educational resources to support departmental priorities. The department head strategically plans and allocates resources, secures external funding, and maintains fiscal accountability through oversight of grant proposals, expenditures, purchase orders, invoice payments, budget revisions, and faculty and student travel.

- 2.4 Instructional Leadership: assesses the department head's ability to foster academic excellence and student success and promotes teaching quality through evaluations and professional development. Department Heads must play a key role in recruiting, retaining, and graduating students. This includes monitoring and managing course scheduling to meet enrollment demands, supporting recruitment, outreach, and retention strategies, collaborating with advisors, admissions, and marketing to promote programs, and using data to inform enrollment decisions and identify at-risk courses or programs. The department head also ensures fair processes for student grade appeals.
- 2.5 Department Climate and Culture: addresses the Department Head's ability to cultivate a welcoming, collegial, and professional environment that values collaboration and shared governance. The department head ensures compliance with institutional guidelines for the fair and equitable treatment of faculty, staff, and students while thoughtfully delegating assignments to promote equitable representation and workload distribution.
- 2.6 Internal and External Communications: evaluates the Department Head's ability to maintain clear, consistent, and effective communication with all stakeholders. The Department Head communicates the department's vision, policies, and initiatives to students, faculty, staff, and the Dean's Office, engages with the broader community, and develops materials to support student recruitment efforts.

3 Removal

The Department Head is in an at-will position and may be removed for performance issues, misconduct, or loss of the faculty's or Dean's confidence.

4 Training and Development

All Department Heads are required to complete standard mandated compliance training annually.

Related Statutes, Policies, or Requirements

System Policy [12.01, Academic Freedom, Responsibility and Tenure](#)

University Rule [31.01.08.R1 Faculty Merit Salary Program](#)

University Procedure [12.01.99.R0.04 Academic Administrator Evaluation](#)

University Procedure [12.02.99.R0.03 Implementing Faculty Tenure and Promotion](#)

University Procedure [12.03.99.R0.01 Faculty Workload](#)

University Procedure [12.99.99.R0.03 Annual Evaluation of Faculty](#)

University Procedure [33.99.01.R0.01 Employment Practices](#)

Revision History

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