

Assistant/Associate Department Heads

Policy 500

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Given the increasing demands on department heads, the growing numbers of faculty and students, and the opportunity to enhance our pipeline of leadership talent, some departments may choose to create the position of assistant or associate department head. Typically, a tenured faculty member will receive the title "associate." The title selected may also be influenced by the role to be filled.

The costs associated with creating and funding the position of assistant or associate department head is borne by the department. These costs might include resources for a course download, adding an administrative supplement to the salary, converting the salary to more than the academic year or other costs.

The assistant/associate department head reports to the department head. While holding the position of assistant or associate department head is a means for developing leadership experience, it carries with it no expectation of being promoted to a department head role should the current department head vacate their position. In such instances, the normal procedures for selecting a department head are used.

The selection of an assistant or associate department head begins with the department head informing department faculty of the intent to create/fill an assistant/associate department head position and asking for nominations and advice about the position. Faculty can self-nominate or be nominated by others in the department. The selection is made by the department head after securing the support of the dean.

Assistant or associate Department heads can be appointed to terms of varying length. The Department Head is responsible for maintaining an up-to-date position description for the assistant or associate department head and for determining acceptable standards of performance. Goals and objectives are developed annually in consultation with the faculty member. These should relate closely to the position description and should become criteria for judging professional performance at the end of the performance cycle.

Department heads may delegate specific responsibilities to an assistant/associate department head, but the department head retains accountability. The duties of Assistant or Associate Department Head are determined by the department head and could include, but are not limited to: scheduling courses, supporting resolution of student conduct/accommodation/academic process issues, liaising with undergraduate advising, supporting curriculum development and governance, supporting assessment of learning, approval of budgeted expenses, faculty COI or grant proposal with appropriate training, working with the advisory board, industry and career services, etc. Assistant/associate department heads may also represent the department head at meetings.

Department heads may not delegate faculty personnel actions, including decisions to extend offers, merit increases, faculty annual reviews, department approval of 2nd and 4th year letters prior to sending these to the dean, and department head decisions on promotion and/or tenure

cases, though assistant or associate department heads can contribute to or support those processes.

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