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Senators: Chair – David Rainville, Vice Chair – Kristen Hendrickson, Secretary – Kris Hiney, Executive Committee – Glenn Potts, David Furniss

To: Connie Foster, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: David Rainville, Chair  
Faculty Senate  
University of Wisconsin-River Falls

RE: UW-RF Faculty Senate Motion 2008/2009/23

At the October 22, 2008 meeting of Wisconsin-River Falls Faculty senate, motion 2008-2009/23 was passed. This motion is forwarded for your action.

A motion from the Executive Committee to clarify the responsibilities of Department Chairs.

**2.3.11 Department Chairs (proposed Faculty and Academic Staff Handbook language)**

The Departmental Chair is responsible to the Dean of the College and shall:

- a. Be responsible for the organization and supervision of the courses and instruction offered by the department.
- b. Be responsible, under the direction of the Dean of the College, for the distribution of the teaching load, the recruitment and induction of new staff members, and the recommendation for the appointment, professional advancement, or release of department staff.
- c. Supervise the allocation, protection, and maintenance of departmental equipment.
- d. In cooperation with the Academic Deans, designate and supervise staff members who will advise students majoring and minoring in the department. If the student is in teacher education, the major and minor advisors will work with the appropriate person in the College of Education in planning the student's total program.
- e. Make budget recommendations for the department and forward to the Dean.

Within these categories, major duties of the Chair involve personnel issues. They include:

- maintaining a personnel file for all faculty and academic staff,
- coordinating the promotion, retention, and tenure processes,
- coordinating the merit and post-tenure review process,
- coordinating the evaluation of faculty for promotion, retention, and tenure,
- supervising all departmental search & screen procedures,
- being responsible for emergency hiring,
- supervising departmental classified staff,
- mediating conflicts between faculty and staff,
- mediating conflicts between students and teaching staff,
- distributing the administrative and advising workload equitably within the department.

Other major duties may be performed by the Department Chair or transferred to another's oversight. These include:

- scheduling of departmental undergraduate and graduate courses,
- performing credit evaluations for transferred courses within the major or minor,
- approving course substitutions and waivers within the major and minor,
- supervising the advising of prospective students,
- managing and recommending the departmental budget
- attending general meetings called by the Dean, Provost or Chancellor,
- supervising the writing of reports for program audits and accreditation.

Existing Chair's compensation includes certain summer responsibilities. These responsibilities may vary by department and details will be clarified with the Dean of the college at time of appointment. Typical summer responsibilities include—but may not be limited to:

- assuring an appropriate departmental presence for new student registration,
- maintaining an office presence,
- being the primary departmental contact in the event of an emergency.

X Approved

\_\_\_\_\_ Disapproved

Connie Foster  
Connie Foster, Chancellor

11-17-08  
Date