AT A GLANCE: ACADEMIC LEADER ROLES AND RESPONSIBILITIES

Checklist: General and Specific Roles and Responsibilities of Chairs/Heads of Academic Units

1. Administering the department
   - Recruiting and orienting faculty and staff
   - Recruiting and orienting students
   - Identifying/determining faculty roles, priorities, assignments
   - Fostering teaching
   - Developing and updating curriculum
   - Fostering scholarly activity
   - Encouraging service/outreach
   - Developing/mentoring/coaching faculty and staff
   - Creating a supportive, productive work environment/culture
   - Providing feedback and performance evaluation to faculty
   - Supervising staff
   - Creating a shared vision, setting goals, developing unit plans
   - Preparing and managing the budget
   - Managing space and facilities
   - Coordinating fundraising and relationships with external constituencies
   - Administering academic/human resources/legal policies
   - Disseminating/sharing department information and dealing with the media
   - Serving as an advocate for the department's interests

2. Performing roles of a faculty member
   - Teaching classes
   - Developing curricular programs/individual courses
   - Advising and mentoring students
   - Participating on examination committees
   - Seeking research funding
   - Conducting research and scholarly activities

3. Providing service and support to varied constituencies (college, University, outside communities, associations)
   - Participating on college/University governance committees/task forces
   - Participating on college/University search committees
   - Participating in outside committees and task forces
   - Performing leadership tasks in professional associations/networks
   - Providing pro bono/paid consulting services

4. Enhancing professional/personal development
   - Balancing the roles/tasks of a chair/head with personal, family, or community responsibilities

- Participating in development activities of professional associations/networks
- Conducting personal growth activities

Key Functions of Academic Units

Key functions of academic units are the major activities carried out in the unit which influence the roles and responsibilities of the chair/head. They reflect the official mission statement of the University.

Teaching and Learning

- Design, update, and deliver undergraduate, graduate, or professional degree programs and sequences of study
- Implement multiple, effective teaching approaches and styles appropriate to student learning needs and outcomes
- Provide advice on academic and career choices for students

Research and Discovery

- Develop a unit research agenda appropriate to the needs of academic disciplines and fields of knowledge, the demands of society, and the interests and abilities of faculty
- Conduct and support sustained scholarly research, artistic performance, and inquiry to enhance and advance human knowledge and academic disciplines
- Develop and apply methodologies and techniques of research

Outreach and Public Service

- Transmit knowledge to a range of constituencies
- Apply knowledge to problems/issues of society

General

- Determine policies/procedures for the recruitment, admission, socialization, development, performance assessment, and graduation of students
- Determine policies/procedures for the recruitment, socialization, development, and performance assessment of faculty and staff
- Sustain a scholarly community linked simultaneously to the University and the professiorate and, where appropriate, professional constituencies, associations, and bodies
- Acquire and manage the physical, technological, and financial resources to support unit functions on a sustained basis
- Carry out unit functions while interacting effectively with other units in University colleges, schools, programs, and support areas

Adapted from University of Minnesota Administrative Development Program's "A Competency Model for the Position of Chair/Head of an Academic Unit at the University of Minnesota"