

<p style="text-align: center;"><b>University Policy Statement California State University, Fullerton</b></p>
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## UPS 211.000

# RESPONSIBILITIES OF DEPARTMENTS AND DEPARTMENT CHAIRS

### I. Preamble

From the inception of California State University, Fullerton the faculty and administration have recognized, both in philosophy and in practice that this institution's commitment to academic excellence must be predicated upon the full participation of individual faculty members in the creation and implementation of University policy and procedures. The recognition of this necessity rests upon the assumption that full participation confers obligations upon those who assume positions. With the continued growth of this institution, the departments have necessarily become the primary focus of the commitment of the individual faculty member of the University community. The purpose of this document is to clarify the respective roles of the individual department members and the department chairs in creating and implementing policy and procedures.

### II. The Department\*

#### A. Basic Assumptions:

1. The department is the primary functional unit of the University: it consists of its individual instructors and its Chair, who together constitute its faculty.
2. The department's basic function is to determine and carry out its educational policy.
3. The department operates within the framework of the College of which it is a part and the University as a whole.
4. The department shall conduct its affairs by means best determined by the departmental faculty; but whatever means the department adopts shall be consonant with College and University policy.

\*In some cases other entities within a College may be a functional unit equivalent to a department.

**B. Areas of Departmental Operation: Rights and Responsibilities:**

1. The department as a whole shall, with the full participation of its tenured and tenure-track faculty members, determine its own organizational structure. The tenured and tenure-track faculty may vote to enfranchise temporary faculty as well as other department staff members.
2. This organizational structure shall provide for its effectively determining and carrying out its policies governing its curriculum, its personnel, its departmental budget, its general administrative and office and facilities management, its student relations, and its community relations.
3. The department as a whole shall independently carry out its policies and procedures within the context of College and University policy.
4. The individual members of the department have an obligation to perform the roles assigned to them by the department.
5. The individual members of the department have a right to the performance of their duties and responsibilities.

**III. The Chair**

**A. Basic Assumptions:**

1. The Chair of the department is the administrative liaison in the department. His/her appointment is governed by University policy and s/he is responsible to the President through the Dean of the College.
2. The Chair is the administrative liaison of the department. In performing his/her duties, the Chair is expected to seek the advice, counsel, and recommendation of his/her faculty colleagues in a systematic manner.
3. As a member of the teaching faculty of the department, the Chair is the liaison officer between the departmental faculty and the College and University administration.
4. The Chair shall provide for the conduct of the department affairs in a democratic manner by means of appropriate department, committee meetings and other means of consultation.
5. The Chair shall provide an appropriate means for the involvement and participation of students in departmental affairs.

6. The Chair shall provide for academic advisement of students majoring within the department.

B. Areas of Responsibility:

1. The Chair shall exercise appropriate leadership in assisting the department in its determination of objectives, policies and procedures by which its business shall be conducted, while at the same time preserving the democratic procedures of the department. Additionally s/he shall actively seek out and include faculty participation in the decision-making processes of the department. S/he also shall preserve the individual rights of the department faculty within the context of the priorities of departmental needs and concerns.
2. The Chair shall initiate a periodic review of all policies, procedures, and objectives in order that they may be both effective and consistent with University and College policies.
3. As administrative liaison, the Chair is responsible for implementing departmental and College policies. S/he therefore has the concomitant authority to fulfill these responsibilities. In the case of faculty personnel decisions, however, s/he may evaluate and recommend for retention, tenure and promotion only if s/he has been granted tenure or has been approved for tenure.
4. The Chair is responsible for the operational functions of the department and will conduct them in a systematic and professional manner. This will include the supervision and/or delegation of duties of all employees in non-instructional assignments.
5. As the administrative liaison of the department, the Chair is responsible for initiating certain actions and for making administrative decisions. For these s/he is accountable to the department, but may act without the prior approval of the department.
6. The Chair is responsible for informing his/her department of University policies and proposed policies affecting his/her department. Concomitantly, the Chair shall be informed of those policies and proposed policies, which affect his/ her department.

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