



University Policy Statement

**UPS 211.000**

**RESPONSIBILITIES OF ACADEMIC UNITS AND THEIR  
CHAIRS AND DIRECTORS**

**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 department members and the department chairs in creating and implementing policy and procedures. For the purposes of this policy, 'department members' shall be defined as tenured and probationary faculty unless otherwise defined in departmental policies, including but not limited to department policies that enfranchise temporary faculty, and in some Schools, Divisions, and Programs may be equivalent to a department.

**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 or Director, who together constitute its faculty.
2. The department's basic function is to determine and carry out its educational mission.
3. The department operates within the framework of the College of which it is a part and/or of 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 and the CSU/CFA Collective Bargaining Agreement.
5. The department is responsible for working within the CSUF's Guiding Principles for Social Justice, Principles of Community Conduct (UPS 100.006), and the directives of UPS 100.007 on Diversity, Inclusion, Equity and Social Justice at CSUF.

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

1. The department as a whole shall, with the full participation of its department members, determine its own organizational structure which could include departmental constitutions, bylaws, policies, or guiding principles. The department members may vote to enfranchise temporary faculty and staff members with the exception of personnel committees and other enfranchisements prohibited or mandated by the Collective Bargaining Agreement.
2. This organizational structure shall provide for the effective determination and implementation of departmental policies governing curriculum, personnel, budget, general administrative and office and facilities management, and student and community relations.
3. The department as a whole shall autonomously carry out its policies and procedures within the context of College and University policy.
4. Individual department faculty and staff have both an obligation and a right to perform the roles, duties, and responsibilities assigned to them by the department.

## III. The Chair/Director

### A. Basic Assumptions:

1. A faculty member appointed to the position of department chair/director retains the rights and responsibilities possessed by virtue of being a member of the faculty, consistent with the terms of that appointment.
2. The Chair/Director of the department is the liaison between the department and the administration. Their appointment is governed by University policy and they are responsible to the President through their Dean or appropriate administrator. The Chair/Director is responsible to their faculty colleagues in the performance of their duties. The Chair/Director is expected to seek the advice, counsel, and recommendations of their faculty colleagues in a systematic manner.
3. The Chair/Director is expected to conduct departmental affairs in a democratic manner by means of appropriate department and committee meetings, and other means of consultation. The chair/director is expected to meet their responsibilities outlined below in a manner that is transparent where possible to the department faculty and students and is aligned with the CSUF's Guiding Principles for Social Justice, A Commitment to Community (UPS 100.006), and UPS 100.007 Diversity, Equity, Inclusion and Social Justice at CSUF.
4. The Chair/Director is encouraged to take part in available professional development in Diversity, Equity, and Inclusion and in conflict resolution at CSUF and to seek additional outside training. The Chair/Director is expected to collaborate with faculty, staff, and students to enhance and continuously improve the department culture and experience, including organizing or making opportunities for diversity, equity, and inclusion efforts within the department.

B. Areas of Responsibility:

1. The Chair/Director 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 and making sure the democratic procedures are carried out transparent, collaboratively, and productively with colleagues to the extent possible and appropriate. Additionally, the chair/director shall actively seek out and include faculty participation in the decision-making processes of the department. The chair/director also shall preserve the individual rights of the department faculty within the context of the priorities of departmental needs and concerns.
2. The Chair/Director shall initiate a periodic review of all policies, procedures, objectives, and curricula in order to make them effective and consistent with University, College, accreditation, Program Performance Review policies and standards.
3. The Chair/Director is responsible for implementing departmental, College and University policies. They have the concomitant authority to fulfill these responsibilities. In the case of faculty personnel decisions, they may only evaluate and recommend other faculty for retention, tenure and promotion if they have been granted tenure themselves. A chair/director may not review candidates for promotion to a higher rank than the rank they hold.
4. The Chair/Director is responsible for the operational functions of the department and shall conduct them in an engaged and thoughtful manner with consideration of equity and cultural taxation, as defined in UPS 210.002. This will include the supervision of and/or delegation of duties to all departmental employees, including faculty in non-instructional assignments, staff, student assistants, and academic student employees, consistent with the respective Collective Bargaining Agreements, and departmental policies. This will also include the distribution of space and resources among department faculty where applicable.
5. As the department's liaison to the administration, the chair/director is responsible for initiating certain actions and for making administrative decisions. In honor of collegial governance, chairs shall normally, as liaisons to the administration, gather and share faculty feedback with the administration prior to administrative implementation of certain actions, when possible. For these they are accountable to the department, but may act without the prior approval of the department.
6. The department chair/director should be informed of University policies and proposed policies affecting their department. The chair is responsible for informing the department of University policies and proposed policies affecting the department.
7. The chair/director shall provide an appropriate means for the involvement and participation of students in departmental affairs and create opportunities for students to voice concerns.

8. The chair/director shall follow the collective bargaining agreements order of assignment when offering courses to adjunct faculty and those offerings should be made in a timely manner, when possible.

**EFFECTIVE DATE: May 16, 2023**  
Supersedes: UPS 211.000 dated 1-30-2013  
and ASD 12-156

Source: Diversity & Inclusion Committee