

Responsibilities of Department Chairs

Chairpersons shall act in concert with their respective Faculties. They shall seek the opinion and advice of their colleagues. Chairpersons may make determinations contrary to such counsel; but, if they do so, there arises a duty to account for their reasons—both to the department and to administrative superiors. Chairpersons shall full disclose the nature and extent of their disagreement with faculty opinion.

Chairpersons serve as representative of their respective departmental Faculties to the administration and therefore their authority should be perceived as primarily derived from the faculty. To be effective a Chairperson must exhibit qualities of intellectual leadership, devotion to scholarship, and academic excellence and concern for growth and development of the department. Chairpersons should be ever mindful that they earn the respect of their colleagues by demonstrating these qualities of leadership and not be instilling fear or by setting department members against one another. A productive academic environment requires a Chairperson who is consistently self-controlled and who has a considerable capacity for tolerance and empathy.

Responsibilities of Department Chairs

1. Faculty management
 - a. Utilize available faculty as effectively as possible to cover the teaching load of the Department
 - b. See that faculty, especially untenured faculty, are appropriately mentored
 - c. Encourage faculty research activities
 - d. Oversee department's process for evaluating faculty for promotion and extension of contract
 - e. Prepare promotion dossiers and leave requests
 - f. Carry out annual performance evaluations and salary reviews of faculty
 - g. Oversee evaluation of faculty teaching
 - h. Manage faculty recruitment, including long-range planning, diversity and affirmative action processes, and the conduct of individual job searches
 - i. Be familiar with University policies and procedures relating to faculty, and assure that all requirements are met
2. Financial Management
 - a. Prepare annual budget request
 - b. Adhere to allocated budgets
 - c. Be prepared to be accountable for budgetary decisions, and responsive to inquiries
 - d. Be familiar with, and adhere to, University policies and procedures relating to the expenditure of University funds
 - e. Oversee TA/TF requests and utilization
 - f. Approve annual ancillary budget request, and see that expenditures adhere to approved budget amount
 - g. Manage department's space allocation appropriately
 - h. Assist with fundraising efforts whenever possible
3. Educational program management

- a. See that departmental course offerings meet the needs of both majors and non-majors
- b. Initiate and oversee joint efforts with other departments/programs
- c. Supervise departmental advising
- d. Oversee departmental recruitment and mentoring of graduate students
- e. Assure that effective TA/TF training is in place

Department Chairs work in collaboration with Division Administrators to identify and articulate staffing support needs, to assess support needs on an ongoing basis, and to assure effective utilization of staff resources.

Fiscal Responsibilities of Chairs – Department Level

The Chair is expected to monitor all departmental expenditures so that the total at the end of the fiscal year does not exceed the total of funds allocated for the year. Each school and major responsibility area will be held accountable for any end-of-year overdrafts. Thus any significant, unauthorized overdraft by a Dietrich School unit will be assessed against the next fiscal year budget allocation of that unit. Prior approval from the Dean's Office must be obtained before a department may commit funds for:

- Part-time faculty and visiting professorships; cost-sharing (Adam Leibovich)
- TAs/TFs/GSAs (Holger Hooch)
- Equipment purchases, renovations of physical plant; non-budgeted commitments (Patrick Cunningham)

Administration of Sponsored Projects

Assistance in processing grant applications is provided by the office of the Dietrich School Director of Sponsored Projects Administration:

Kathy Hixenbaugh
110 Old Engineering Hall
kmh@pitt.edu
(412) 624-6091

All proposals and subsequent budget modification requests to the funding agencies must be co-signed by the Dean or her designated agent. Any requests for cost-sharing funds must be discussed with the Dean and approved by her **prior** to submission of a completed proposal for signature. Failure to do so may cause a delay in the submission of the proposal and jeopardize the ability to meet the deadline set by the funding agency.