



University Policy Statement

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 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.

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 mission.
3. The department operates within the framework of the College of which it is a part and 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.

*In some cases other entities within a College (e.g., Schools and Divisions) 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, determines its own organizational structure. The tenured and tenure-track faculty may vote to enfranchise temporary faculty as well as other department staff

members, with the exception of personnel committees and other enfranchisements prohibited 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. The individual faculty members of the department, including tenured and probationary faculty and lecturers, have both an obligation and a right to perform the roles, duties, and responsibilities assigned to them by the department.

III. The Chair

A. Basic Assumptions:

1. A faculty member appointed to the position of department chair 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 of the department is the liaison between the department and the administration. His/her appointment is governed by University policy and s/he is responsible to the President through the Dean of the College. The Chair is responsible to his/her faculty colleagues in the performance of his/her duties. The Chair is expected to seek the advice, counsel, and recommendation of his/her faculty colleagues in a systematic manner.
3. The Chair is expected to conduct departmental affairs in a democratic manner by means of appropriate department and committee meetings, and other means of consultation.

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, objectives, and curricula in order to make them effective and consistent with University, College, accreditation, and Program Performance Review policies and standards.
3. The Chair is responsible for implementing departmental, College and University 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. A chair may not review candidates for promotion to a higher rank than the rank he/she holds.

4. The Chair is responsible for the operational functions of the department and shall conduct them in a systematic and professional manner. 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.
5. As the department's liaison to the administration, 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 department Chair should be informed of University policies and proposed policies affecting his/her department. The chair is responsible for informing his/her department of University policies and proposed policies affecting the department.
7. The Chair shall provide an appropriate means for the involvement and participation of students in departmental affairs.
8. The Chair shall facilitate academic advisement for students majoring and minoring within the department.

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