



JOB DESCRIPTION AND POSITION SPECIFICATIONS

JOB TITLE: Humanities and Social Sciences Department Chair

SUPERVISOR: Assistant Dean of Faculty Affairs

EFFORT: 1.0 FTE, full time, exempt

Obligations of the Department Chair

The information provided below is a general description of the Department Chair's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Hours: The Department Chair must be a full-time exempt employee. The Department Chair will also hold a faculty appointment in the academic department for which they serve as Chair.

Teaching Load: The Department Chair will be expected to contribute to the teaching load of the Department in which they hold an appointment. The amount of teaching will be negotiated annually with the Dean.

Responsibilities: Department Chair serve at the discretion of the Dean and carries out the responsibilities of the academic department including, but not restricted to:

- Providing leadership and governance to all faculty and staff appointed to the department.
- Recruiting and recommending appointment of faculty (full time and adjunct).
- Working with administration and the Chair of Science and Mathematics to provide new faculty orientation, and trainings.
- Checking in with new faculty throughout their first year to ensure new faculty have the information and resources needed.
- Assigning teaching responsibilities, workload, and projections to optimally deliver the professional curriculum.
- Calling for, designing, and/or reviewing new course proposals that meet the needs of the college.
- Drafting and reviewing SOPs and policies as appropriate.
- Providing opportunity for and assisting each member of the faculty to achieve their optimal professional development in teaching, scholarly activity, and professional service.
- Conducting annual evaluations of departmental faculty and staff as required by CNUCHS policy, and making recommendations pertaining to salary adjustments and personnel actions to the Dean.
- Reviewing the departmental pool of applicants for promotion and formulating recommendations for academic promotion to the University Rank and Promotion Committee.
- Providing mid-term promotion review and supporting faculty in the application for promotion.
- Supporting the Assistant Dean of Faculty Affairs in planning and oversight of the budget expenditures as directed by the Dean in accordance with CNUCHS policies.

- Seeking the advice of faculty colleagues and CHS administrators in a systematic way while performing duties and providing for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees.
- Being receptive to questions, complaints, and suggestions from members of the department, and from students, and should take appropriate action on them, by following the appropriate chain of command.
- Being responsible for departmental observance of proper health and safety regulations per California Northstate University and CNUCHS health and safety policies.
- Maintaining records and prepare reports in accord with University procedures, for instance compiling data and information for quarterly Board of Trustees meetings, CNU events, and more.
- Reporting any failure of a faculty or staff member to carry out responsibilities and to recommend, as appropriate, disciplinary action.

Criteria for Appointment:

- Outstanding scholarly and/or professional achievement.
- Proven leadership ability to develop and nurture outstanding academic programs, including interdisciplinary initiatives.
- Ability to manage the resources of the department, including faculty and staff, physical facilities and budget in accord with University policies and procedures.
- Ability to foster private and grant funded support to the college and/or California Northstate University.
- Although service as chair is at the pleasure of the Dean, a chair normally serves for a period of three to five years.
- A chair may be continued beyond five years of service only after a mandatory review of the appointee's service and a report to the President by the Dean.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae with at least three references. All candidates are asked to provide a cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to academicaffairs.chs@cnsu.edu Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** academicaffairs.chs@cnsu.edu and/or **telephone:** (916) 686-7400.