

College of Arts and Sciences Department Head/Program Director
Job Description

General Description of the Position

The Department Head (DH) or Program Director (PD) is the primary designee/delegate for the Dean of the College of Arts and Sciences (CAS) in matters involving the administration and oversight of the DH/PD's department. Department heads and some program directors are part of the management team at the UO and are the first contact for faculty in their department for administrative issues. The DH/PD coordinates decisions as appropriate with their Associate Dean, communicates and is responsible for implementing college and university policies.

At the highest level, the department head or program director is ultimately responsible for facilitating the department's research and teaching missions, for leading departmental thinking about future directions, and for dealing with issues as they arise that affect departmental functioning. Accordingly, the position includes budgetary authority, supervisory responsibilities, decision making and communication duties.

Description of Duties

Parts of many of these duties may be delegated although the DH/PD has ultimate responsibility for ensuring that they are carried out. (Not all duties below will pertain to all program directors.)

Personnel:

1. Hiring, evaluation, promotion, and retention of faculty and other staff as appropriate.
2. Oversight of merit, equity, and other salary increases.
3. Supervision of faculty, graduate students, and other staff, including progressive discipline when appropriate.
4. Assignment of teaching responsibilities in the department in a manner consistent with the department governance document.
5. Assignment of service responsibilities in the department in a manner consistent with the department governance document.
6. In units with a graduate program, ensuring the department adheres to its *Graduate Duties and Responsibilities Statement* and the Collective Bargaining Agreement with the GTFF.
7. Nomination of faculty, staff, and students for internal and external awards.
8. Cultivation of a respectful workplace and fostering an inclusive, supportive department climate.

Educational Mission:

1. Ensuring the department's undergraduate teaching mission is realized effectively and up to disciplinary standards.

2. In units with a graduate program, ensuring the department's graduate teaching mission is realized effectively. This includes ensuring that the department's policies follow departmental and university policies.
3. Oversight of course scheduling and curricular reform.
4. Facilitating solutions when illness or other events interfere with course instruction or other teaching-related duties.
5. Overseeing Academic Affairs' program reviews, including composition of the self-study, scheduling the site visit, and responding to the reviewers' report when appropriate.
6. Overseeing commencement and other academic recognition events as appropriate.

Budget:

1. In tandem with the department budget manager, the department head is responsible for managing the department budget within the parameters provided by CAS.
2. Overseeing, managing, and delegating (when appropriate) decisions about budget allocations and spending.
3. Providing appropriate oversight to all expenditures and transactions that occur within the department by all personnel, including travel, equipment purchases, etc.
4. Planning future activities and spending in a way compatible with department budgetary resources. This includes oversight and responsible management of discretionary funds such as those from endowments and private gifts, summer session dividends, and ICC funds accruing at the department level.

Administrative:

1. Leading policy development and implementation.
2. Making decisions about events outside of standard policy.
3. Serving as the appeal of last resort within the department on personnel and educational matters including Step 1 grievances.
4. Overseeing space usage and allocation.

Advocacy and Representation:

1. Represent the department to the CAS Dean, the university at large, and beyond the university.
2. Working with development staff when appropriate, which often includes stewardship of donors.
3. Working with communications staff as needed to represent the department.
4. Working with facilities and the CAS space manager on maintenance and renovation of space allocated to the department.
5. Represent the department at events, especially those relevant to the department and its mission.