CRCD Departments - Faculty Roles and Responsibilities
May 24, 2011

The UAF College of Rural and Community Development (CRCD) has undergone an academic realignment from divisions into Departments with corresponding faculty roles such as Program Heads, and Department Chairs and Vice Chairs. Our programs are college-based and this move from a geocentric-regional model to one that is academically driven and program-centered intends to strengthen our curricula, provide for greater academic integrity, and result in stronger academic outcomes for students. This document outlines the faculty roles for shared governance with respect to academic planning through cooperation, communication and collaboration across the College.

The following is a description of the:
- Department Chair,
- Department Co-Chairs (multi-campus departments),
- Department Vice Chair,
- Program Head (Programs may also have a Program Manager which is an administrative role),
- Campus Lead Faculty for a Program,
- Faculty Responsibility to Program and Department,
- Workload Acknowledgement, and
- Elections and Terms of Service.

Department Chair
Role of the Department Chair
1. The Department Chair is first a faculty member and teacher/scholar who provides academic oversight and leadership within the department and is responsible for:
   a. Working closely with the Program Heads, coordination within the department to ensure high quality academic programs and to fulfill department, college, and university objectives,
   b. Implementation of college and university academic policies and programs at the department level;
   c. Advocating for departmental and program resources; and
   d. Serving on the Academic Council for CRCD.

2. The Department Chair is responsible for facilitating communication for members' participation in discussion and decision making within the department. Meetings should be held as needed for purposes of sharing information, discussing issues, and making recommendations on department matters.

3. The Department Chair is expected to communicate faculty perspectives and program concerns to the administration. The Department Chair is the primary spokesperson for the faculty of the department, and will also convey CRCD administration views and concerns to the departmental faculty.

Academic planning and responsibilities (include but are not limited to):
1. Support Program Head(s) to ensure academic program quality, student learning outcomes assessment, program reviews that meet University accreditation standards.
2. Ensure interdepartmental coordination and cooperation.
3. Inform the CRCD Executive Dean, Associate Dean and appropriate Campus Administrators of department and program activities.

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4. When a new position is open within a department program, the Department Chair, in collaboration with the Program Head, will provide input to the respective campus administrator on faculty recruitment and help ensure the search committee is composed of a majority of faculty who are discipline appropriate. If the new department position is not affiliated with a specific academic program, the Department Chair (or designee) shall be included in the recruitment and search committee.
5. Work with Campus Administrators to advocate for professional development and mentorship of departmental faculty.
6. Provide signature for appropriate forms in a timely manner and designate program signature authority at campuses where appropriate.

Department Co-Chairs (see role and academic responsibilities above)
1. Multi-campus departments that include UAF CTC faculty will have Co-Chairs for a two year transition period (2010-2012 academic years). After the second year, the Co-Chairs with the faculty of the department, will decide whether to elect Co-Chairs, or Chair and Vice-chair.
    One Co-Chair will be from UAF CTC and one from another campus.
    a. Both are equally knowledgeable about the academic issues of the programs within the department and hear concerns to make good joint decisions.
    b. Role and academic responsibilities of the Co-Chairs are identical and shared.
2. Division of duties will be determined between the two Co-Chairs.

Department Vice Chair - Duties
1. Assists chair with department duties as needed.
2. Attends CRCD Academic Council meetings when chair is absent.

Program Head ["program discipline expert"] – Duties and responsibilities:
Role of the Program Head
1. The Program Head is first a faculty member and teacher/scholar who provides academic oversight and leadership within the degree program and has primary responsibility for:
    a. Maintaining the high quality and academic integrity of the degree program and working with the faculty to fulfill program, department, college, and university objectives.
    b. Implementation of college and university academic policies at the program level;
    c. Advocating for program resources.

2. The Program Head is responsible for facilitating processes for faculty members' participation in discussion and decision making within the degree program. All members of the program should be informed of these mechanisms and processes. Regular meetings of all program faculty should be held for purposes of communicating information, discussing issues, and making recommendations on degree program matters.

3. The Program Head is expected to communicate faculty perspectives and program concerns to the department. The Program Head is the primary spokesperson for the faculty of the degree program, and will also convey department views and concerns to the program faculty.

Academic planning and responsibilities (include but are not limited to):

1. Program Head has the primary responsibility to ensure academic program quality, student learning outcomes assessment, and program reviews, including :
    a. Approving new, revised, trial and special topic courses.
    b. Approving regular and adjunct faculty.
2. Work with program faculty to:
    a. Meet University accreditation standards.
    b. Develop a 2/3-year academic plan for each certificate and/or degree as appropriate.
    c. Coordinate program course offerings and ensure that program course schedule(s) are prepared in a timely manner. When there is a Campus Lead Faculty designated, that Lead Faculty has the primary responsibility for preparation of the program course schedule for that campus.
    d. Ensure that degree program(s) section in the UAF catalog is current.
    e. Develop new academic occupational endorsement, certificate and Associate degrees as appropriate to CRCD.
3. Work with Campus Administrator:
    a. When a Campus Administrator proposes an expansion of the degree program or modality of delivery, the Program Head shall work with the Campus Administrator, through agreement, on a process for expansion into the campus region.
    b. Provide consultation to Campus Administrator on new or vacant program positions including their location. Participate in program faculty and staff recruitment, composition of search committee (assuring majority of discipline-appropriate faculty), and other aspects of the hiring process.
    c. Provide input to Campus Administrator in the recruitment and appointment of adjunct faculty, and provide outreach and support to adjunct faculty to ensure academic integrity.
4. Remain cognizant of and maintain national and/or accreditation standards.
5. Keep program advising materials current and works cooperatively with student service staff to provide student advising and coaching.
6. Provide signature for appropriate student forms in a timely manner and designates program signature authority at campus Lead Faculty where appropriate.
7. Review workloads proposed by faculty members to coordinate course offerings in conjunction with the academic plan for that program. Coordinate course offerings (determine rotation/frequency etc.).
8. Annual review of the UAF catalog program and course offerings for currency.
9. Manage program budget as assigned and directed by Campus Administrator.
10. Work with the program advisory board.
11. To provide seamless student services, the Program Head will work in cooperation with colleagues to articulate curriculum from lower division to upper division and support continuity of relevant standards and practices for related degrees.

Campus Lead Faculty with oversight from the Program Head (at another campus)
Designated:
_____ Lead Faculty at _____ i.e. Rural Human Service Lead Faculty at KuC
 (Program Name)   (Campus)

1. Programs offered across multiple campuses will have an on-site "campus lead faculty" for the program when there is a full-time faculty teaching in the program. The decision to designate a campus-based lead faculty member is decided by the Campus Administrator in consultation with the Program Head.
2. Academic planning and responsibilities (include but are not limited to) -
   Work closely with the Program Head to:
   a. Maintain academic standards and degree requirements for the program at the local campus, including student learning outcomes assessment, and program reviews.
   b. Keep program advising materials current and work cooperatively with student service staff to provide local student advising and coaching at the local campus
   c. Develop an academic plan for the degree program at the local campus as appropriate to local resources.
   d. Assist with the coordination of program campus faculty and course offerings and that course schedule(s) are prepared in a timely manner. The Lead Faculty has the primary responsibility for preparation of the program course schedule for that campus.
   e. Has signature authority, as designated by program head, for appropriate student forms.
   f. Provide input to respective Campus Administrator in the recruitment and appointment of adjunct faculty, and provide outreach and support to adjunct faculty to ensure academic integrity.
   g. Manage program budget, inventory, equipment maintenance and other duties specific to campus program, as assigned by the Campus Administrator.

Faculty Responsibilities to Program and Department (include but are not limited to):
Any faculty who teaches at a campus where there is a "Lead Faculty" for their program, should work through the "Lead" to assist the Program Head with all academic issues.

1. Work with Program Head and other program faculty to maintain academic standards and degree requirements for the program including student learning outcomes assessment (SLOA), and program reviews.
2. Assist Program Head and campus lead faculty to keep program advising materials current and work cooperatively with student service staff to provide local student advising and coaching.
3. For an existing UAF Course – Use current course syllabus which includes program course SLOAs. If a faculty member wants a change to the course description, goals or student learning outcomes he/she works with the Program Head to make changes.
4. For a new program course (special topic; trial or new permanent course)- these are created in consultation with the Program Head and when:
   a. Content is missing from the goals of the program "degree" outcome.
   b. Additional content is identified that complements/expands the student learning in the program "degree" or course of study.
5. Work with Program Head for expansion of an already existing program at a new campus, new courses or revision to program (UAF catalog). Suggest course catalog description revision or course changes to keep courses current.
6. Work with Program Head and other program faculty to develop new program and/or degree.
7. Actively participate in program and department meetings.

Workload Acknowledgement

Department chair, co-chair, program head and campus lead faculty duties shall be acknowledged on workloads in the Service component and/or the Teaching/Other instructional activities component and noted on their contract, as agreed upon by the Campus Administrator. (See Workload Guidelines for CRCD Faculty, March 2010.) The executive dean is consulted if either party disagrees.

Election and Terms of Service: Department Chair, Co-Chair, Vice Chair and Program Head

An individual may serve simultaneously as both a Program Head and Department Chair/Co-chair/ Vice chair.

Department Chair and Vice Chair:
1. Full-time faculty who have taught in the department for three academic years are eligible to serve as department chair. Only in exceptional circumstance, where the majority of the department faculty feel that options are severely limited, should there be deviation from this policy.
2. Election for Chair and Vice Chair will take place every two years. The two year term will begin July 1, following the election.
3. The terms of the chair and vice chair can be extended with re-election by the department faculty.
4. If the department Chair's position becomes vacant the department Vice Chair will act as department chair until the next scheduled election.

Department Co-chairs:
1. Full-time faculty who have taught in the department for three academic years are eligible to serve as department co-chairs.
2. Co-chairs represent the whole department rather than a particular program and/or campus. Therefore all faculty will nominate and vote on candidates from all campuses including CTC.
3. Co-chairs will be elected in alternating years, so that both co-chairs are not elected during the same academic year.

Program Head:
1. Faculty of each program will elect the Program Head.
2. It is intended that the position will rotate every two years through different qualified program faculty (individual meets accreditation standards and guidelines as appropriate to program), though it may be extended through re-election by the program faculty.

Procedures for Elections
1. All regular full-time faculty members (tenure track and term funded) who are affiliated with the department (or a program) are eligible to vote.
2. By April 20th of the election year, the faculty in the department who are eligible to vote will establish a list of nominees for department chair. The names of the nominees will be placed on an official secret ballot for the department by the executive dean's office and distributed to the faculty eligible to vote.
3. Secret ballots are to be cast and the person receiving a simple majority of the votes cast will be elected. If no nominee receives a simple majority of the votes, a run-off election of the top two nominees shall be held immediately under the same procedures outlined above. In the case of a tie, the department faculty will vote again. In the case of a second tie, the CRCD Academic Council chair will cast the deciding vote.
4. Results of the election will be distributed to the CRCD and CTC academic council(s), CRCD executive dean, associate dean, and campus administrators by May 15th.