UH MAUI COLLEGE
DEPARTMENT CHAIR ROLES AND RESPONSIBILITIES

General Administration
1. Assist faculty with program development, implementation, and review.
2. Plan and conduct meaningful, collaborative, dialogue-driven unit meetings.
3. Involve faculty in campus decision-making processes.
4. Maintain documentation of unit and campus-wide issues and decisions.
5. Keep unit members informed of general campus activities and issues.
6. Facilitate ongoing communication with other units and administration with emphasis on communicating unit needs, concerns, and accomplishments. (+FC & AD)*
7. Collaborate with faculty coordinator and outreach coordinators to prepare the schedule of classes. (+FC)
8. Effectively participate in campus decision-making committees, including unit chair, executive, budget, strategic planning, and others as needed. (+FC & AD)*
9. Respond in a timely manner to requests for information. (+FC & AD)*
10. Implement actions that will maintain and improve the image and reputation of the unit and of the College. (+FC & AD)*

Personnel
1. Recruit and recommend new lecturers.
2. Orient and mentor new faculty; assist them to secure offices, keys, phones, email, textbooks, computer access, and course outlines. (+FC)*
3. Facilitate resolution of faculty and/or staff complaints.
4. Maintain positive work relationships among faculty, staff, and administrators within the campus structure. (+FC)*
5. Assist Assistant Dean (Academic Director) in coordinating staff development and encouraging professional growth.
6. Coordinate department personnel committees (DPC’s) based on DPC procedures. (+FC)

Business and Financial
1. Prioritize unit needs. (+VC, AD, FC)*
2. Monitor and update the unit budget. (+FC)*
3. Document unit expenditures for equipment leases, maintenance, and supplies.
4. Approve all unit expenditures, including travel requests. (+FC)*
5. Maintain unit equipment inventory and ensure that equipment is on the appropriate unit inventory list.
6. Monitor and order supplies for the unit.
7. Participate in the Strategic Plan. (+FC & AD)*
8. Work on campus-wide biennium budget and eight-year projected budget. (+FC & AD)*

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Student Support
1. Actively support open and positive communication between student and teacher through intercession, intervention and negotiation. (+ AD & FC)*
2. Facilitate resolution of student complaints and grievances following UHMC Student Conduct Code and Academic Grievance Procedures.
3. Assist in and/or organize faculty participation in registration and, when appropriate, student advising.
4. Facilitate student evaluations of faculty instruction and maintain accurate records.

Community
1. Communicate and coordinate strategies with community members to assure that UHMC’s Strategic Plan addresses community issues. (+AD)*
2. Encourage faculty to participate in recruitment activities in schools and career and job fairs.
3. Collaborate with program and outreach coordinators to serve as their advisory committee liaisons.
4. Serve on system-wide Program Coordinating Council if appropriate.
5. Support articulation between Maui County high schools, UH system colleges, and the University Center.
6. Promote partnerships with external agencies and institutions.

*code AD – assistant dean
*code VC – vice chancellor
*code FC – faculty coordinator