

POSITION DESCRIPTION
DEPARTMENT HEAD

College of Business

JOB TITLE	Department Head, Economics/Int'l Business/ESTAT
College	Business
Date Developed	11/17/03 (Revised 03/09/06)
Wage Category	Exempt
Supervisor's Title	Dean & Associate Deans, College of Business

GENERAL SUMMARY

Department heads are the academic leaders and managers of their departments and active participants in the college's leadership working to implement the college's strategic plan.

Department heads are generally responsible for the activities of their departments and accountable to the dean and the associate deans of the college. Their responsibility is to ensure the quality of teaching, research and public service and its delivery within their departments while continuing to engage in their own teaching, scholarship, and public service activities. The allocation of the department head's time should be determined in consultation with the dean. Department heads represent their departments in relations with other departments and with the deans and other administrative officers of the University.

Department heads are expected to adhere to Section 3.70 Office Hours – Administrative, established by the University. Annual leave should be distributed evenly throughout the year, recognizing that there will be specified times during the summer when all department heads will be present on campus to work on major projects such as recruitment, retention and accreditation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

DEPARTMENT HEADS ARE PRINCIPALLY RESPONSIBLE FOR ACHIEVING DEPARTMENTAL PERFORMANCE WITH RESPECT TO THE GOALS AND OBJECTIVES ESTABLISHED IN THE LIVING THE VISION PERFORMANCE PLAN ADOPTED BY THE NMSU BOARD OF REGENTS. THEY WILL DO SO, IN PART, BY:

- Managing department governance activities
 - Maintain a collegial atmosphere among faculty
 - Conduct regular department meetings and establish department committees
 - Develop and implement long-range department programs, plans and goals contributory to and consistent with the College of Business strategic plan
- Addressing needs and concerns of the college
 - Serve as member of College Executive Council
 - Serve as representative of the college to the university and community
 - Implement the college and university's strategic goals
 - Coordinate department and college curriculum, student recruitment and retention, development, accreditation and distance education
 - Prepare weekly activity reports for submission to the dean
- Managing curriculum and instruction
 - Schedule classes and assign courses and faculty
 - Supervise off-campus programs
 - Update department curriculum, courses and programs
- Contributing to department teaching, scholarship and service responsibilities
 - Instruct classes as required by department needs, NMSU and College of Business policy
 - Engage in scholarly activities including publishing & presenting papers at academic conventions
 - Provide service to the department, college, university and community

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- Supervising activities concerning faculty affairs
 - Recruit and select faculty members according to NMSU and College of Business policy
 - Assign faculty responsibilities such as teaching, research and committees
 - Evaluate faculty performance on a continuing basis; conduct formal faculty evaluations and planning at the end of the calendar year; conduct a planning & review session at the beginning of each Fall semester
 - Initiate promotion and tenure recommendations
 - Participate in grievance hearings
 - Make merit salary recommendations based on evaluation of teaching, research and service
 - Adjudicate student/faculty conflicts
- Supervising activities concerning student affairs
 - Recruit and select students for undergraduate & graduate programs
 - Advise and counsel students
 - Select advisor to work with student groups
 - Oversee and actively participate in resolution of academic and non-academic code of conduct violations (e.g., cheating, class disruption)
- Managing internal and external communication
 - Communicate department needs to the dean and associate deans, and interact with upper-level administrators
 - Coordinate activities with outside groups
 - Process department correspondence and requests for information
 - Initiate and maintain liaison with external agencies and institutions
- Monitoring and managing department budget; seek additional funds
 - Administer department budget within allocated funding
 - Encourage faculty members to submit proposals for contracts and grants to government agencies and private foundations
 - Seek outside funding
 - Set priorities for use of travel funds
- Supervising office staff and maintaining resources
 - Manage department facilities and equipment, including maintenance & control of inventory
 - Supervise and evaluate clerical and technical staff in the department
 - Maintain essential department records, including student records
- Encouraging professional development of faculty
 - Foster the development of each faculty member's special talents & interests
 - Foster good teaching in the department
 - Stimulate faculty research and publications
 - Promote affirmative action
 - Encourage faculty members to participate in regional and national professional meetings
 - Represent the department at meetings of learned and professional societies

SPECIALIZED DEPARTMENT FUNCTIONS

- Oversee affiliated department center(s)
 - Responsible for programmatic and financial aspects of the center(s) (consistent with the job description of the center's director)

Department Heads are the critical link between the NMSU Regents/Administration and the faculty/staff/student body. They are to understand and strive to achieve NMSU goals and objectives while simultaneously representing and advocating for faculty/staff and the student body.