CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Roles and Responsibilities of Department Chairs
Policy Number: 1020 Functional Area: Academic and Faculty Affairs

Date Submitted: February 7, 2020
Proposed Action: Approve

Brief Description: This policy describes the responsibilities, appointment procedures, terms of appointment, evaluation, orientation and compensation for department chairs.

Desired Effective Date: TBD
Last Reviewed/Updated: N/A (New Policy)
Reviewing Office: Provost

Responsible Officer: Provost
Policy Contact: Jill Taylor

Applies to: CU Anschutz
CU Denver

Reason for Policy: This policy ensures compliance with Regent Policy 4.A.1 which delegates the development of the working structure of a department to the department in consultation with the appropriate dean. Each college and school has a process to select the department chair and to define the specific roles and responsibilities. In all instances, it is recognized that the department chair is first and foremost a member of the faculty, a teacher and scholar of the highest order, contributing to the academic and scholarly missions of the department. As chair, the faculty member is also the designated administrative leader of the department and the leader of the faculty, staff, and students who comprise the department.

I. REASON FOR PROPOSED ACTION

The original version of this policy was a University of Colorado System Administrative Policy (1026) that grew out of a 1984 study of department chairs and their roles conducted by University and campus faculty and administrators. A similar document was included as an appendix to the Laws of the Regents, to be used in conjunction with article 4 as a vehicle for articulating the roles and responsibilities of department chairs. In 2018, the appendix to the Laws of the Regents was
rescinded, and in 2020, the system administrative policy was rescinded. At that time, a campus policy was created. The rescinded APS became the genesis for this policy.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Provost (TBD)
Legal (TBD)
Deans (TBD)
Associate Deans (TBD)
Human Resources (TBD)
Faculty Assembly CU Denver (TBD)
Faculty Assembly CU Anschutz (TBD)
UCDALI (TBD)
AVC for Academic Operations (N. Viveiros, TBD)
Special Assistant to the Provost (J. Taylor, 2-18-20)
Policy Coordination Manager (M. Heredia, ongoing involvement)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes

1. If no, please explain. N/A

2. If yes, what is your plan to get the legal review? Ask Legal EA to assign an attorney to review.

3. Date legal review completed: TBD

4. Person completing legal review: TBD

IV. FISCAL REVIEW Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No