

DUTIES OF DEPARTMENT CHAIRS – Summer 2014

The stipulations below are designed to make certain that the summer work of departments is accomplished.

1. In accepting the assignment, the department chairperson will provide the appropriate dean with a calendar of on-campus availability, and email and telephone numbers at which she/he can be reached during the summer.
2. Department Chairpersons will be expected to perform the following activities, as per their respective department requirements:
 - a. Recruit adjunct faculty in preparation for the Fall semester;
 - b. Mentor and evaluate adjunct faculty and non-tenured faculty, as needed;
 - c. Provide special assistance for certification problems where applicable;
 - d. Maintain substantial involvement with laboratories, studios, and/or significant responsibility for equipment where applicable;
 - e. Advise students; and
 - f. Develop and be governed by procedures to respond to department inquiries made by students and others when not present at the department or not on campus. Procedures shall be posted in the department, after consultation with and approval of the dean of the college.
3. Department chairpersons shall maintain oversight of department activities.
4. Department chairpersons shall monitor department budgets as needed.
5. Department chairpersons are expected to be available to meet with the dean, as needed, with at least one week prior notice and consistent with the Chairperson's schedule.
6. Department chairpersons will be available for chairs' meetings on the third Thursdays of July as needed. The confirmation of the meeting will take place at least two weeks in advance.
7. Department chairpersons will be available to meet with the President and Provost during the the final week of summer prior to the first day of classes for the fall semester. They will be available to meet with their deans on the same day. The confirmation of the meetings will take place at least two weeks in advance.
8. For vacations lasting more than 2 weeks, a designee will be named and compensated with a pro-rated share of the chair's summer compensation.

For the University:



Hunt Bartine, Associate Vice President HR
NJCU Office of the President

For AFT Local 1839:



William Calathes, President
AFT Local 1839