

Associate Chair

Responsibilities:

1. Assist and advise the Chair on all matters of substance (in accordance with Policy 6.2. H. 1), including (but not limited to):
 - Committee assignments;
 - Agendas for department and sub-chairs meetings;
 - Course assignments and course releases;
 - Department-related event planning;
 - Budget management
2. Represent the Department in the chair's stead as directed by the chair or in case of clear need.
3. Sign add/drop forms when the Chair is not available to do so.
4. Take special assignments from the Chair, as needed.
5. Undertake or develop initiatives at the request of --or with approval from--the Chair and/or the Department.
6. Conduct duties in a professional way by keeping appropriate matters confidential.
7. Collaborate with faculty on needed policy revisions.
8. Manage the Department library purchasing budget.
9. Help identify and solve problems relating to the Department.

Selection:

- The Associate Chair will be elected during Fall Semester for a two-year term that will begin January first. Candidates will nominate themselves during a meeting of the English Faculty. The vote will take place by secret ballot. The Department's administrative assistant and the chair will

count the ballots, and the Chair will notify the faculty. Any tenured or tenure-track faculty member who has completed a successful third-year review may run for the position.

- Although serving as an Associate Chair certainly will offer helpful experience to a person wishing to run for chair in the future, there is no presumption that the Associate Chair will become Chair.
- The Associate Chair may run for election for a second term, but may not extend beyond that time.

Assessment:

- Assessment of the Associate Chair will take place according to Policy 6.2. H.2.
- With input from the department, the Chair will evaluate the Associate Chair annually on the basis of the associate's assigned responsibilities. If the Associate Chair steps down for any reason, his/her term will be considered completed; a new Associate Chair will be elected immediately.

Compensation:

- The Department Chair will negotiate with the Dean to acquire appropriate compensation for the Associate Chair, usually a course release of one class per semester.