ARTICLE XI
DEPARTMENTS AND DIVISIONS

Section 1. Definition. A department, school or institute is an administrative subdivision of a college, school, or other unit of the University organized for the purpose of conducting programs in instruction, research, and service.

Section 2. Membership. The faculty of a department, school or institute consists of those members of the college faculty who hold appointment in the department, school or institute. Individuals annually appointed with rank in two or more departments are considered to be members of the faculty of each department.

Section 3. Chair. The Chair shall be evaluated by the faculty of the department at least every three years. This evaluation shall be conducted by the dean who shall notify the President of the results of this evaluation which shall be used in the overall evaluation of the chair's performance.

The duties of a departmental chair shall be as follows:

A. The chair shall be responsible to the academic dean and shall have general direction of the work of the department; and be responsible for the formation, in consultation with the chair's faculty, of departmental policies; and is charged with responsibility for the execution of departmental policies and policies of the University and college or school or other unit insofar as they affect the work of the chair's department.
B. The chair shall be the official representative of the department in all official communications with the dean, the Provost and Vice President for Academic Affairs, the President, and other officers of the University, and also in all departmental communications with the students.

C. The chair shall be responsible for the quality of the instruction offered in the department; and give close supervision to the teaching done by members of the faculty; and consult from time to time with each member of the department regarding the nature, scope, and quality of the chair's work.

D. The chair shall assign courses within the department and maintain insofar as is possible an equitable distribution of courses and sections; and shall see that there is no undue overlapping of courses in the department, and bring to the attention of the dean of the college or school any instance in which another department of the University is offering a course that conflicts with or duplicates a course offered in the chair's own department.

E. The chair shall maintain a general overview of the work of students in the department.

F. The chair shall be responsible for recruiting new faculty whose qualifications are consistent with the objectives of the institution, and shall, after consultation with members of the department, recommend appointments, reappointments, promotions, and, consistent with tenure policy, dismissals of members of the faculty.

G. The chair shall, after consultation with members of the faculty, prepare the annual budget for the department and submit it to the dean of the college or school through the
divisional chair, when applicable.

H. The chair shall be responsible for the expenditure of departmental funds and the care and use of departmental property; and shall transmit, where applicable, through the dean of the college or school to the Provost and Vice President for Academic Affairs on forms provided to the chair, budget amendments, personnel and payroll documents, and requisitions for supplies, equipment, and other materials that may be required by the department.

I. The chair shall prepare such information regarding the courses in the department as may be needed for the catalog and transmit this material to the dean of the college or school.

J. The chair shall make an annual report to the dean of the college or school on the teaching, research, and service work of the department.