



# Example of Department Chair Job Description

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Our innovative and growing company is hiring for a department chair. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for department chair

- Oversee departmental review and formulate recommendations of departmental candidates for promotion and/or tenure
- Serves as the fiscal agent for the Department
- Delegates authority and responsibility consistent with faculty and staff strengths and interests, within the context of the Department needs and available resources
- Possess an outstanding record in research, education, and service (the cornerstones of the University's mission as a land-grant institution)
- Demonstrate successful leadership in research, education, and service
- Recruit, develop, and retain outstanding faculty and staff
- Support faculty in research and educational endeavors and guide the mentorship of junior faculty
- Oversee the graduate educational programs to ensure quality and that the program educational objectives and accreditation are maintained
- Work effectively with all stakeholders to develop the Department's vision, execute its strategic plan, and integrate this with the vision and plans of the College and University
- Be committed to diversity among students, faculty, and staff

## Qualifications for department chair

- Proven track record in federal grant support, including current active NIH

- Demonstrated commitment to promoting a diverse environment including knowledge of the principles of affirmative action and equal opportunities
- Demonstrated knowledge of effective strategies for working with diverse faculty, staff and students and commitment to diversity in the educational community
- Manage Humanities Department budget
- Teach maximum of four classes
- Evaluate, cultivate, develop department of ten people