

### Roles and Responsibilities for Academics

	<b>Task/Function</b>	<b>Faculty/Chair</b>	<b>Dean</b>	<b>Univ. Comm.</b>	<b>Provost</b>	<b>President</b>
1	<b>Budget Preparation</b>	Dept's budget prepared by Chair with faculty input; Submitted to Dean	Reviews with Chairs; Submits recommendation to Provost	Consultation with Faculty Senate regarding budget preparation	Shares budget info for transparency; Submits recommendation to President	Review/Approve
2	<b>Budget Management</b>	Chair manages dept/program budgets	Has supervisory authority over dept. budgets	n/a	Dean consults with Provost as needed	
3	<b>Class Schedule</b>	Dept's schedule prepared by Chair with faculty input; coordinates with other Chairs, Submits to Dean	Reviews schedules and submits to Registrar and Academic Affairs	n/a	Appoints AVPAA to coordinate class schedules	n/a
4	<b>Teaching Assignments</b>	Chair or Academic Director works with faculty to assign teaching duties	Dean takes up overloads and release time requests	n/a	Has oversight responsibility for faculty overload	n/a
5	<b>Approval of Adjuncts</b>	Program Coordinator approves; Chair or Academic Director hires;	Only in cases of applicant not meeting dept. minimum requirements	n/a	n/a	n/a
6	<b>Syllabi Approval</b>	Chair and Program Coordinator have final say	Makes decisions in case of appeals, conflicts	n/a	n/a	n/a
7	<b>Textbook Approval</b>	Instructor with the approval of Program Coordinator. Chair is arbitrator if needed	n/a	n/a	n/a	n/a
8	<b>New Course Development</b>	Faculty and Chair propose	Dean recommends to College/School committee	University Curriculum Committee/ Grad Academic Council	Review/approve; Appoints AVPAA to facilitate UG process; Grad School facilitates Grad process	n/a
9	<b>Development for Online Delivery</b>	Faculty member submits request and Chair reviews/approves request as well as developer	Facilitates if necessary.	CDL collaborates with College and Schools	n/a	n/a

10	<b>UG Degree Program Development</b>	Dept. Chair and Faculty recommend	Dean recommends to College/School committee	University Curriculum Committee	Review/Approve; Informs the President; Works with HLC	Informs Board
11	<b>Graduate Degree Program Development</b>	Chair, Faculty and Grad Program Director	Has oversight responsibility	Grad Director & Graduate Council	Review/Approve; Informs the President; Works with HLC	Informs Board
12	<b>Departmental Assessment Plan</b>	Chair, PC, & faculty create plan	Approves Plan to submit to UAC	University Assessment Committee (UAC)	Has supervisory authority over process; Informs the President and Board	n/a
13	<b>Annual Assessment Report - Student Learning</b>	Chair responsibility, works with PC. Report submitted to Dean	Approves report with possible recommendations	UAC reviews reports and provides feedback	Has supervisory authority over process	n/a
14	<b>Program Review</b>	Chair and Dept. faculty prepare self-study	Reviews self-study and writes a letter to Committee	Program Review Committee	Responds to Committee's recommendations; Recommends to President	Approves major recommendations
15	<b>Program Accreditation</b>	Chair & faculty request approval to apply. Prepare Self-Study if request is approved	Recommends to Provost whether to seek accreditation. Reviews Self-Study if it is sought	n/a	Has supervisory authority over process; Informs the President and Board	
16	<b>Periodic Review of Full-Time Faculty</b>	Chair reviews faculty annual performance reports	Reviews and in some cases modifies Periodic Review. Coordinates observations of Chairs	n/a	Reviews/Files Periodic Reviews	n/a
17	<b>Promotion Review</b>	Chair recommends to School Committee	Dean recommends to University Committee	Tenure & Promotion Committee	Recommends to President	Recommends to Board
18	<b>Tenure Review</b>	Chair recommends to School Committee	Dean recommends to University Committee	Tenure & Promotion Committee	Recommends to President	Recommends to Board
19	<b>Non-Tenure Track Continuation</b>	Makes recommendation and/or provides feedback to	Makes recommendation to Provost	Personnel Panel?	Solicits input from Personnel Panel and	n/a

	<b>Review</b>	Dean's recommendation			make decision	
20	<b>Post-Tenure Review</b>	n/a	Informs faculty member and Provost of post-tenure review eligibility	Post-Tenure Review Committee	Receives recommendations Makes decision	Review/Approve
21	<b>Evaluation of Online Adjuncts</b>	Chair & PC have final say	CDL Dean supervises	OIES team	n/a	n/a
22	<b>Evaluation of KC area Adjuncts</b>	Program Coordinator and Dept. Chair			n/a	n/a
23	<b>Evaluation of Campus Center Adjuncts</b>	Program Coordinator and Dept. Chair	CDL Dean supervises		n/a	n/a
24	<b>Evaluation of Graduate Adjunct Faculty</b>					
25	<b>Student Complaints</b>	Chair takes up after instructor is given opportunity to resolve issue	Dean takes up in cases issue not resolved	Ad Hoc Grade Appeal Committee	Provost appoints AVPAA to review cases not resolved; Provost makes final decision	
26	<b>Faculty Complaints</b>	Chair receives and tries to resolve	Dean receives in cases issue not resolved	n/a (unless it is a Federation issue)	Provost receives in cases issue not resolved and makes final decision	n/a
27	<b>Faculty Hiring</b>	Chair and faculty form a search committee when position is approved	Approves search committee, campus interviews, recommends a candidate for the position. Makes offer	n/a	Reviews recommendations and consults with/informs the President and Board	
28	<b>Professional development Fund</b>	Faculty member applies, Chair reviews/approves	Reviews/Approves	Senate Committee	Reviews/Approves	n/a