

Standard Title: **DEPARTMENT HEAD/CHAIR**

**Principal Administrative Position Exemption**

- ***General Function Statement***

Responsible for the administration and execution of policies of a department or unit engaged in a programmatic aspect of the campus/university mission.

- ***Organization Relationship***

Chancellor/President  
Provost or vice Chancellor/President  
Dean  
Associate and Assistant Deans  
Department Head/Chair

- ***Typical Responsibilities***

1. Provide leadership, direction, and overall administration for the development, coordination, and implementation of programs, activities, and professional services.
2. Formulate, initiate, implement, and interpret policies related to the operation of the units.
3. Establish goals and objectives for the department/unit.
4. Direct the staffing by overseeing recruitment, training, and management of work assigned to professional and support staff.
5. Oversee financial aspects of unit management, including control of the budget and allocation of resources.
6. Interface with advisory committees, serve on campus or University committees, communicate and consult with other offices or campus officials when appropriate.

**Position Standard #49909**