

TITLE: Responsibilities of Heads of Academic Divisions

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PURPOSE: To provide a definition of roles and functions of heads of academic division.

REVIEWER: Vice President for Academic Affairs

OPERATING DETAILS:

1. The academic divisions constitute the heart of MUW, and their activities are integral to the success of the university. Each division head has the responsibility of maintaining effective leadership of his or her division in carrying out the mission of MUW. Each administrator of an academic division or of an equivalent unit is entitled to know the extent of his or her authority and responsibility. Additionally, each faculty or staff member reporting to such a division head is entitled to know the limits within which division heads are expected to operate.
2. Division heads are appointed annually and may be reappointed. New appointments may be made from the current division faculty or may result from a search by a committee constituted in keeping with university regulations governing such searches. The method of appointment to be used shall be recommended by the division faculty to the Vice President for Academic Affairs. Appointment of the new division head shall be made by the President based upon the recommendations of the division faculty and the Vice President for Academic Affairs. Search committees are not required for temporary appointments or in the event of extreme economic conditions affecting the university or in the event of divisional mergers with the head of the resulting division having been head of one of the divisions involved in the merger.
3. Division heads will be subject to annual performance review by faculty members within the division and by the Vice President for Academic Affairs as part of the university's administrative review process. Favorable review by division faculty along with a continued desire by the division head to retain incumbency shall result in a continuation of appointment pending approval by appropriate university officials. Unfavorable review may, at the discretion of the President and Vice President for Academic Affairs, be a prime factor in the decision to change division leadership. During times of divisional review (SACS, professional accrediting agencies, Board of Trustees or institutional) the process will include, along with curriculum review, enrollment trends, program quality, etc., a review of program leadership and its

effectiveness in setting and maintaining adequate directions for overall divisional development. Should division faculty suggest replacement of an incumbent head as a result of this process, reasons for such action should be presented in written form to the Vice President for Academic Affairs who in turn shall rule on their validity and merit. Should the recommendation be approved, appointment of a new division head will be made according to procedures described above.

4. Each division head shall receive administrative release time from teaching in an amount related to the size and complexity of the division and the assigned duties of the administrative head. Each division differs with regard to facilities, inventory, special programs, enrollment, faculty size, etc.; consequently, the amount of release time given division heads shall be negotiated with the Vice President for Academic Affairs at the time of initial appointment. The amount of release time for each division head will be subject to yearly review. The salary of division heads shall include an administrative increment that is identified and agreed upon at the time of appointment and will remain in effect while the incumbent is in the position of administrative responsibility.
5. The head of a division is the administrative officer responsible to the Vice President for Academic Affairs for all activities of his or her division. It is his or her duty to keep all members of the division informed as to the policies and directives of the university and to all faculty (i.e., committees, councils, task forces, etc.). It is his or her special duty to ensure that standards of scholarships and instructions are maintained within the division.
6. Divisional leaders are expected, by virtue of their position, to be fully involved in institutional planning and to take a leadership role in developing the image of their division; in publicizing the programs of the division and in recruiting students for their programs.
7. The head of a division is responsible for recruiting faculty members in keeping with pertinent university directives. All faculty and staff appointment recommendations must be initiated by the head.
8. The head of a division is responsible for evaluating the faculty and staff members of the division and for assisting them in their professional growth. In cases where there are problems which do not readily permit other solutions, the division head initiates actions to terminate the appointment of the person involved.
9. The head of a division is responsible for ensuring that good working relationships are maintained with other academic units of the university. Heads of divisions should serve as role models for interdisciplinary involvement and the participation of faculty and students in activities and special events sponsored by the university and the community.

10. Division heads are expected to be actively involved in professional organizations and societies and to promote the involvement of their faculty in these organizations. They will represent the university at meetings and conferences with professional standards, program accreditation and other projects for divisional programs.
11. Division heads are responsible for the preparation of reports, program reviews, etc., that may be required by professional accrediting agencies, the Board of Trustees of the State Institutions of Higher Learning or other agencies. They will provide an annual report of the divisional programs and activities to the Vice President for Academic Affairs.
12. Division heads are responsible for the academic advising of students majoring in division programs. It is expected that actual advising duties will be distributed among all faculty members unless another means of advising is proposed to and approved by the Vice President for Academic Affairs.
13. Division heads will examine the records of each member of the incoming senior class enrolled within the division. They will prepare and distribute to the student's faculty advisor a list of courses which must be satisfactorily completed in order to meet graduation requirements.
14. Heads of divisions will approve changes of courses or sections, after the regular registration period, for students enrolled within the division. Approval for auditing courses, for advanced placement and for taking more than the normally permitted course load will be the responsibility of division leaders.
15. Heads of divisions will approve course substitutions in major programs and will forward to the Vice President for Academic Affairs recommendations for substitutions in core requirements.
16. Division heads will maintain official records of faculty schedules; committee listings; reports pertaining to academic matters; and personal data for each student enrolled within the division, including current academic programs and each senior's requirements for graduation.
17. The head of a division is responsible, in keeping with university guidelines, for proposing and administering the division budget.
18. Division heads are responsible for ordering, maintaining and retaining division equipment in keeping with university directives. Heads may not dispose of divisional property except in ways authorized by the university.
19. Division heads will approve all faculty requests to be absent and will notify the Vice President for Academic Affairs of all faculty absences. They must approve all requests for leave, regular and sabbatical.

Division heads will approve travel requests for faculty members within the division.

20. A division head is responsible for approval of textbook selections by his or her division and to forward textbook orders in a timely manner to the manager of the bookstore.
21. Heads of divisions will supervise the activities of special programs, units or groups within the division (e.g., Demonstration School, CIP, Speech and Hearing Clinic, WMUW, Crawford Clinic, etc.).
22. Under the direction of the Vice President for Academic Affairs, heads of divisions will prepare schedules of classes, assign faculty members to teach specific courses at specific times and suggest classroom assignments. Heads will work with the Assistant Vice President for Academic Affairs to ensure that appropriate courses are offered in the evening and on the weekend.
23. Heads of divisions will prepare, under the direction of the Assistant Vice President for Academic Affairs, the divisional sections of university catalogs. They also will develop divisional brochures to explain activities to prospective students, and they will ascertain that their areas are effectively represented in all appropriate student recruiting activities.