General Description of the Position

The department head or program director is responsible for facilitating the department’s research and teaching missions, for leading departmental thinking about future directions, and for dealing with issues as they arise that affect departmental functioning. Accordingly, the position includes budgetary authority, supervisory responsibilities, decision making and communication duties.

To fulfill this leadership role, the Department Head (DH) or Program Director (PD) is the primary designee/delegate for the Dean of the College of Arts and Sciences (CAS) in matters involving the administration and oversight of the DH/PD’s department. Department heads and some program directors are part of the management team at the UO as formally designated under the Collective Bargaining Agreement and are the first contact for faculty in their department for administrative issues. The DH/PD coordinates decisions as appropriate with their Associate Dean and is responsible for communicating and implementing college and university policies.

Description of Duties

Parts of many of these duties may be delegated although the DH/PD has ultimate responsibility for ensuring that they are carried out. (Not all duties below will pertain to all program directors.)

Personnel:

1. Oversee the strategic vision for departmental hiring in support of excellence in research and student learning.
2. Oversee department hiring, evaluation, promotion, and retention of faculty and other staff as appropriate.
3. Oversee merit, equity, and other salary increases.
4. Supervise faculty, graduate employees, and other staff, including administering progressive discipline when appropriate.
5. Assign teaching responsibilities in the department in a manner consistent with governing policies and guidelines.
6. Assign service responsibilities in the department in a manner consistent with governing policies and guidelines.
7. Ensure the department adheres to all relevant Collective Bargaining Agreements (SEIU, UA, GTFF) and UO policy.
8. In units with a graduate program, ensure the department adheres to its Graduate Duties and Responsibilities Statement.
9. Nominate faculty, staff, and students for internal and external awards.
10. Cultivate a respectful workplace and foster a diverse, inclusive, and supportive department climate.

Educational Mission:

1. Ensure the department’s undergraduate teaching mission is realized effectively and meets the standards of the discipline.
2. In units with a graduate program, ensure the department’s graduate teaching mission is realized effectively. This includes ensuring that the department follow departmental and university policies.
3. Oversee course scheduling.
4. Initiate and oversee curricular reform when needed.
5. Facilitate solutions when illness or other events require adjustments in course instruction or other teaching-related duties.
6. Oversee Academic Affairs’ program reviews, including composition of the self-study, scheduling the site visit, and responding to the reviewers’ report when appropriate.
7. Oversee commencement and other academic recognition events as appropriate.

Budget:
1. In tandem with the department budget manager, manage the department budget within the parameters provided by CAS.
2. Oversee, manage, and delegate (when appropriate) decisions about budget allocations and spending.
3. Provide appropriate oversight to all expenditures and transactions that occur within the department by all personnel, including travel, equipment purchases, etc.¹
4. Plan future activities and spending in a way compatible with department budgetary resources. This includes oversight and responsible management of discretionary funds such as those from endowments and private gifts, summer session dividends, and ICC funds accruing at the department level.

Leadership & Administrative:
1. Provide leadership for strategic planning in the department.
2. Lead policy development and implementation.
3. Make decisions about events outside of standard policy.
4. Serve as the appeal of last resort within the department on personnel and educational matters, including Step 1 grievances.
5. Maintain appropriate university records and data bases, including the department’s UO Space application data.
6. Oversee space usage and allocation.
7. Attend monthly CAS Heads/Directors meetings and monthly Divisional Heads/Directors meetings (currently scheduled for Wednesday mornings), including head or director training.

Advocacy and Representation:
1. Represent the department to the CAS Dean’s Office, the university at large, and beyond the university.
2. Work with development staff when appropriate, which often includes stewardship of donors.
3. Work with communications staff as needed to represent the department.
4. Work with facilities and the CAS space manager on maintenance and renovation of space allocated to the department.
5. Represent the department at events, especially those relevant to the department and its mission.

¹To avoid conflicts of interest, department heads and program directors should not allocate resources to themselves. However, if a unit has established travel or research support allowance processes, the head or director is eligible to receive such support by the unit’s established procedures and criteria.