

## Reference guide for new chairs

- Documents to reference and use as a guide at all times:
  - **Faculty Personnel Matters document:** note dates and distribute to faculty (PDR's, PDP's, T&P). The document is distributed by the Provost via email early fall and is posted on the My Metro portal. Guide faculty that are going up for T&P.
  - See the **IFO contract** and Faculty Personnel Matters for requirements of the Chair related to P&T.

## Academic Year activities/events

- Attend
  - Individual meetings with CLA Dean monthly (**coordinate with Nicolle Zeller and Marim al-Hajiby**)
  - Group meetings with CLA chairs/coordinators monthly, (**coordinate with Nicolle and Marim**) and
  - Deans and Directors meetings with Provost bi-monthly (provost's office will coordinate and schedule these)
- Communicate
  - Respond to faculty needs, queries, concerns (coordinate with the dean if you need assistance with concerns) (both RF and CF)
  - Establish meetings with your department (co-develop an agenda; send a reminder about meetings 48-72 hours in advance of the meeting)
  - Emails:
    - 1) respond weekly to emails
    - 2) establish routine emails to all faculty at the beginning of each semester (RF + CF).

- ✓ Collect contact info of all CF each semester and send a welcome email to the CF that includes important information such as your contact information, the Dean's contact information, attach the Faculty Matters Document, and remind CF about syllabus submission requirements within the first week of the semester to [CLA.syllabus@metrostate.edu](mailto:CLA.syllabus@metrostate.edu)
  - ✓ Remind CF about PDR submission cycle (these are required for renewal of appointments for CF; coordinate with the dean)
  - ✓ Remind CF about university resources on PD; CFD; and other (feel free to coordinate with the dean)
  - ✓ Coordinate CF development activities/events (see the dean if you need assistance)
  - ✓ Help onboard new RF/CF (see dean for further assistance)
  - ✓ Coordinate student concerns (complaints, grade disputes: **University Ombudsperson, Jo Woodward** will contact you, if applicable)
- Budget
    - Manage the department Cost Center (request the CC number from Nicolle).
    - Request monthly balance from Nicolle (if applicable)
    - Identify expenses for your department and draw up a budget to propose to the dean for the upcoming year (consult with your faculty on expenses)
    - Help with management of materials and supplies for courses
- Outreach
    - Develop outreach initiatives (including pamphlets for your department and course flyers).
    - Sustain community partnerships and programming
    - Marketing will develop professional pamphlets if you submit a ticket to Jillian Perkins.
    - Your staff support can help with creating flyers for your department.
    - Distribute these to the CLA advisors each time a new flyer is created.
    - Keep CLA advisors in the know about your courses
- Courses and Schedules

- Co-develop course schedules for your department (contact and work closely with **Maurice Manton, CLA Scheduler**)
  - Watch out for emails and messages from Maurice regarding deadlines for submitting schedule shells, drafts and other information
  - Coordinate ICRs and CCRs with Maurice if you need to make changes to your courses (eg. changing names of instructors, dates, times, modality of courses, cancellations, additions etc.)
  - Sign documents such as the SDIS, FDIS and PLA (**coordinate all forms with Nicolle for routing and record keeping**)
  - Weigh in on course cancellations with CLA Dean
  - Coordinate transfer evaluations with Sam Salin
- Develop overall vision for your department in consultation with your faculty and dean