

22. The Heads of Academic Departments

The head of an academic department is appointed by the Board of Trustees upon the recommendation of the dean of the college and the approval of the President. Within the limits established by the regulations of the Board of Trustees, the policies and rules of the University Faculty, and the rules of the college, the head of an academic department shall have general supervision over the work of that department, including academic requirements, courses of study, class schedules, teaching assignments, reports, et cetera. He recommends to the dean the appointments, promotions, transfer, or dismissal of members of his staff; he prepares the budget for his department; and he makes such reports as may be required by his dean or other proper administrative officer.

A departmental staff shall consist of professors, associate professors, assistant professors, instructors, research specialists, field agents, or graduate assistants who may be appointed to give instruction or to conduct experiments, research or field studies in one of the departments established by the Board of Trustees. The head of the department has general direction of the work of the department. In this capacity he makes departmental reports and is responsible for the work of the department.

The departmental staff has jurisdiction, with the approval of the dean and President, over matters concerning its own internal policies, in so far as these do not conflict with other departments or with the rules and regulations of the University Faculty. It determines the organization of the work of the department, recommends to the dean and the faculty of its college new courses when deemed advisable, and consults with them in regard to matters of departmental policy. A majority of a Departmental Staff shall constitute a quorum for the transaction of business. The head of the department recommends to the dean the appointment, promotion or removal of members of his staff, which recommendations are to be transmitted to the President with approval or disapproval. Members of the staff may make recommendations to the head of the department.