

It shall be the duty of the department chairman to initiate departmental planning in order to achieve proper development of the department's research and teaching capabilities and to project and meet the educational needs of the student body. The department chairman shall have administrative responsibility for implementing the department's program within the limits established by regulations of the University, policies of the University Faculty, and rules of the college. This responsibility includes general administrative supervision of academic requirements, courses of study, class schedules and teaching assignments, and reports. It shall be his duty to evaluate department members periodically in accordance with established criteria, and to recommend to the Dean appointments, promotions, dismissals, and matters affecting tenure. He shall prepare departmental budget recommendations for submission to the Dean. As department chairman, he shall preside over all departmental meetings, be an *ex officio* member of all departmental committees, and serve as departmental spokesman. In the administration of his office the chairman shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.

In discharging his duties, the chairman shall consult with the members of his department through regular department meetings, conferences, and discussions on all matters of departmental policy and assignments. While such matters as promotions and salary increases may be more appropriate for individual conferences, primarily with tenured members of the department, most matters of policy are appropriate for consideration in group conferences and regular meetings in which all department members should participate. In the event a department chairman feels it necessary to depart from departmental opinion, he must inform his staff and invite comments. The departmental position and his reasons for departing from it should be communicated to the Dean when the chairman forward his recommendation to the Dean.