

THE JOBS OF THE CHAIR

A department is a microcosm of the university. From one day to the next, the chair must fulfill a variety of roles including:

- Chief Academic Officer
- Chief Financial Officer
- Director of Human Resources
- Director of Student Records
- Vice President for Development
- Vice President for Research
- Facilities Manager
- Dean of Student Affairs
- Building Manager
- and so on and so on . . .

ACADEMIC AFFAIRS

Your duties:

- Stay abreast of, and participate in developing, new methods and directions in teaching and research
- Work with faculty and/or curriculum committees to plan the schedule
- Lead your department in curricular review, program assessment, and development of new programs
- Shepherd approval paperwork for new courses, new programs, and course modifications

What you need to know:

- Procedures for approval of new courses and programs
- Deadlines and schedule of meetings for your College's Academic Council
- UPCC deadlines and schedule of meetings
- Graduate Board deadlines and schedule of meetings

Who can help:

- The chair of your college's Academic Council
- Senior Associate Provost Jeff St. John (for UPCC) (1-1591)
- Jack Campbell, Associate Registrar at Office of Student Records (OSR) (gets new courses up in MaineStreet) (1-1308)
- Amanda Barrington, Coordinator of Assessment (1-1522)

ADMISSIONS

Your Duties:

- "Sell" your department, its programs, and the University to prospective students and their parents
- Develop and maintain department PR materials
- Respond to email and phone inquiries about your program

- Represent the department at Admissions Open Houses, Accepted Student Days, and New Student Orientation; lead tours of the department
- Meet with prospective students who come to campus on their own or who are considering switching over from another major
- Manage intake advising for transfer students and newly declared majors and minors
- Sign appointment letters and paperwork for new GAs as well as declaration forms for new majors and minors

What you need to know:

- Facts & figures about your department and the University of Maine
- Information about careers in your field and what makes your program special
- How to schmooze with strangers and emphasize the positive

Who can help:

- Your staff, colleagues and students
- Chris Richards, Director of Undergraduate Enrollment Management – ask to be put on his mailing list for weekly admissions updates
- Reports from your disciplinary association
- *The Chronicle of Higher Education*

Web resources:

Office of Institutional Research <http://www.umaine.edu/oir/>

BUDGET AND BUSINESS SERVICES

Your Duties:

- Oversee department's operating budget; authorize and approve expenditures
- Oversee scholarship funds and endowments
- Track grant monies and special funding arrangements with Dean, Provost, or other units
- Allocate travel and equipment money
- Secure funding for part-time faculty

What you need to know:

- your department's account numbers
- how to access and read a budget in PeopleSoft
- proper use of a PCard and TCard
- restrictions on use of university funds
- how benefits are calculated
- the difference between one-time and base monies
- different sources of funding and who controls them
- eligibility requirements for scholarships and awards

Who can help:

- Your AA
- Your College's Administrative and Financial Officer or Budget Analyst

- Jack Campbell at OSR, who can set you up with permissions to access records in Mainstreet and/or Alicia Wyman (x1573), Director of Budget and Business Services, who can help with GL access to budgets

COUNSELING SERVICES

Your duties:

- Lend a sympathetic ear to faculty, staff and students
- Mediate conflicts between employees or between faculty and students
- Provide referrals to professionals who can help with personal and interpersonal problems, health problems, and financial problems
- Assist with requests for disability accommodations, family leave etc.

What you need to know:

- How to listen actively and to show empathy
- University policies on disability accommodation, sick leave, family leave, etc.
- University and area resources for people in trouble

Who can help:

- Your Human Resources Partner
- CIGNA Employee Assistance Program (1-877-622-4327; mycigna.com)
- Sara Hammond, Assistant Director of Equal Opportunity at OEO (1-1226)
- The Counseling Center (1-1392)
- Robert Dana, Vice President for Student Life and Dean of Students (1-1406)
- Sara Henry, Director of Student Accessibility Services (1-2325)
- Cooperative Extension provides facilitation services to help departments and units work through difficult issues.

DEVELOPMENT

Your duties:

- Keep in touch with alumni and friends through newsletters etc.
- Send thank-you notes to donors

What you need to know:

- The difference and relationship between the Foundation, and the advancement partners including the Alumni Association, 4H Foundation, and the Pulp & Paper Foundation

Who can help:

- Your college's development officer, if you have one
- University of Maine Foundation (1-5100)
- Alumni Association - <http://www.umainealumni.com/>

FACILITIES MANAGEMENT

Your Duties:

- Request and oversee needed repairs & upgrades to offices, common spaces and classrooms
- Address problems with common spaces and classrooms
- Keep faculty supplied with functioning office and computer equipment

What you need to know:

- How to submit a work order and the account number to charge
- How to scavenge for used equipment
- How to use a screwdriver

Who can help:

- your AA
- Tom Drake at IT (1-1677) for used computers
- University Surplus for used desks, chairs, etc.

Web resources:

Work Order Request <https://umaine.edu/ofm/campus-services/work-requests/>
Facilities Management 1-4400 (to report a problem)

HUMAN RESOURCES

Your Duties:

AFUM Faculty

- Hires: work with your faculty and PAC to determine priorities; initiate paperwork; appoint and oversee hiring committees; help schedule and host campus visits; negotiate job offers, etc.
- Welcome new faculty and familiarize them with procedures and expectations for reappointment and tenure
- Convene and charge the Peer Committee with its duties in the review process; attend meetings of peer committee (as non-voting observer)
- Review faculty up for reappointment, promotion, tenure and post-tenure review
- Solicit and manage external letters for promotion cases
- Reduce and prevent inequities in compensation
- Stay abreast of funding and career development opportunities for your faculty

PATFA Faculty

- Respond to inquiries from potential faculty
- Maintain updated Availability Forms and backup file of vetted applicants
- Secure needed section funding
- Make course offers, approve contracts

All Employees

- Provide direction, address performance issues, approve time submitted for hourly workers
- Perform annual or periodic evaluations
- Mediate complaints against or among faculty and staff
- Maintain secure personnel files

What you need to know:

- AFUM, PATFA, and COLT contracts
- procedures and forms for various kinds of hires and reviews
- dates for submission of faculty evaluations and tenure applications
- Service List standing of your part-time faculty
- University regulations on faculty review, record-keeping, etc.
- how to access your employees' HR records
- how to approve time submitted for hourly workers

Who can help:

- your AA, College staff, and Associate Dean
- your Human Resources Partner
- Sara Hammond at OEO (1-1226)

Web resources:

Human Resources <http://umaine.edu/hr/>
PATFA service list <http://umaine.edu/hr/adjunct-faculty-2/>

STUDENT AFFAIRS

Your Duties:

- Hear appeals on grade disputes and student conduct matters
- Respond to student complaints about faculty or other students
- Work with the Dean's Office on problems brought to them by your students
- Respond to bomb threats, stalking cases, anonymous threats
- Oversee your department's advising system
- Assure that files for your majors, minors and graduate students are kept up to date
- Approve transfer credit equivalents
- Complete preliminary and final graduation checks on your majors, minors and graduate students

What you need to know:

- the Student Conduct Code
- the University's sexual harassment policy
- your program's current and past requirements
- general education requirements
- how to access student records in MaineStreet

Who can help:

- David Fiacco, Director of Community Standards, Rights, and Responsibilities (formerly Judicial Affairs) (1-1409)
- Robert Dana, Vice President of Student Life & Dean of Students at Student Life (1-1406)
- The Campus Police (1-4040)

Web Resources:

Online catalog	http://catalog.umaine.edu/ (older catalogs are also here)
Student Life	http://umaine.edu/studentlife/
Student Handbook	http://umaine.edu/handbook/ (includes Conduct Code)
Campus Police	http://umaine.edu/police/contact-us/

STUDENT RECORDS

Your duties:

- Draft and correct the schedule of classes for each semester
- Deal with requests for room changes
- Track enrollments; cancel, reassign or add sections as necessary

What you need to know:

- the AFUM and PATFA contracts
- codes for section numbers and room types
- room requirements for your department's courses
- details of funding sources
- disability accommodations for your faculty that might affect room assignments
- how to run enrollment queries through Enterprise Applications> Campus Solutions Database

Who can help:

- your predecessor, your AA, your College staff and Associate Deans
- your curriculum committees and other department administrators
- Roberta Hussey, Administrative and Fiscal Manager at OSR (1-1298)
- Regina Marquis (x 3114) and Cindy Barnes (x3595) at CED/DLL
- Patricia Libby, Director of the University of Maine Hutchinson Center 207-338-8020
- <um.scheduling@maine.edu> for schedule edits and additional sections

Etc., etc., etc ...