

## Summer Chair Duties

### Common duties:

- Admissions (graduate especially)
- Transfer credit evaluation and registration issues (undergraduate especially)
- Last minute faculty hiring and program expert recommendations
- Planning for student and faculty orientations
- Administration of summer classes
- Planning for faculty week meetings
- Assessment activities (e.g. reviewing faculty evaluations, assessing curriculum, articulating progress on program goals and development of new goals)
- Website updates
- Planning for fall programming
- Curricular questions and advising complications
- Availability for other occasional questions/input by email

### Special duties (that may require additional stipend):

- Start-up (since chair terms/annual contracts run September through August, the incoming chair might need a stipend to work on the chair transition)
- Accreditation and cyclical program review
- Leadership development or other training opportunities

The “common duties” articulated above are assumed to be part of the general chair job description, and they should require no additional compensation. The provost should ensure chair candidates (or current chairs up for renewal) are aware of this and agree to it (along with the overall chair job description available on the Academic Affairs website). We expect these duties will take approximately 20-40 hours for the summer.

Any stipend for the “special duties” should be discussed with the director and ultimately approved by the provost. Recommended “start-up” summer stipend is usually \$1000 for about 20-30 hours of work.