



## RUTGERS POLICY

**Section:** 50.1.7

**Section Title:** Administrative Governance

**Policy Name:** Department and Program Officers

**Formerly Book:** 1.2.4

**Approval Authority:** Board of Governors

**Responsible Executive:** Office of the Secretary of the University

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### 50.1.7 DEPARTMENT AND PROGRAM OFFICERS

Department and Program Officers. The principal officer of administration for each department or program within the individual academic units shall be, respectively, a department chairperson or a program director.

- A. academic units which are organized departmentally, a department chairperson shall be appointed by the appropriate Dean or director, with the approval of the appropriate Chancellor, for a term of no more than five years. When a vacancy shall occur through expiration of term or otherwise in a department which includes three or more members at the rank of associate professor or professor, members of the department at the rank of assistant professor or higher who are in their second or subsequent semester of service in the department and instructors with at least one full year of service in the department shall by ballot nominate to the Dean one of the professors or associate professors for appointment as department chairperson.
- B. Under the Dean or director of the academic unit of which the department is a part, it shall be the duty of a department chairperson to have general administrative responsibility for the program of the department; to plan with the members of the department ongoing improvements in the department's programs, to evaluate continuously the instructional, research, and administrative processes of the department, and to make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report the evaluations as required; in consultation with the members of the department on indefinite tenure to recommend appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; to collect and maintain thorough records of each member's teaching, scholarship and service, taking particular care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations; and generally to promote the effectiveness of the department, college and University by every appropriate means.

- C. For each graduate school in the university, in accordance with the bylaws of each graduate program and of the relevant departments, as approved by the Dean, the Chancellor, and the President, and in consultation with the chairperson of the principal supporting department and, as appropriate, with the Dean or Deans of the relevant Faculty or Faculties, a director shall be appointed by the Dean of the appropriate Graduate School for a term of not more than five years.
  
- D. Under the Dean of the graduate school, and in consultation with the Dean of the appropriate Faculty or Faculties and the chairperson(s) of the relevant department(s), it shall be the duty of the director of a graduate program to take general administrative responsibility for the degree programs under his or her jurisdiction; to conduct, with members of the program faculty, continuous planning and evaluation of the instructional program including faculty, curriculum, supervision and review of student courses of study, admissions, and overall enrollments and degree productivity; to nominate, with the program faculty, candidates for membership in the graduate faculty; to determine, with the faculty, the course offerings and faculty assignments for the graduate programs for which he or she is responsible; to report to the Dean of the graduate school and the Dean of the appropriate Faculty or Faculties and chairperson(s) of the appropriate department(s) at least once each year on the activities and state of the program; and generally to promote the effectiveness of the graduate program and to advise the Dean on matters pertaining to graduate study.