

THE JOBS OF THE CHAIR

Naomi Jacobs

A department is a microcosm of the university. From one day to the next, the chair must serve 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
- VP Stuart Marrs (for UPCC)
- Dan Lamson at OSR (gets new courses up in MaineStreet)
- Jeff St John at the Center for Excellence in Teaching and Assessment (1-3472)

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
- Sharon Oliver, Director of Admissions – ask to be put on her mailing list for weekly admissions updates
- Reports from your disciplinary association
- *The Chronicle of Higher Education*

Web resources:

institutional Studies <http://www.umaine.edu/ois/>

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

- 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
- Dan Lamson at OSR, who can set you up with permissions to access accounts in MaineStreet

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:

- John Kidder at Human Resources (1-1588)
- Polly Moutevelis-Burgess at the Employee Assistance Program (1-4014)
- Karen Kemble or Bonita Grindle at OEO (1-1226)
- The Counseling Center (1-1392)
- Robert Dana at Student Affairs (1-1406)
- Ann Smith at Disability Support 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 between the Foundation, the Office of Development, and the Alumni Association

Who can help:

- Your college's development officer, if you have one
- Office of University Development 1-1151
- 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
- John Gregory at IT (1-1602) for used computers
- University Surplus for used desks, chairs, etc.

Web resources:

Work Order Request <http://www.umaine.edu/ofm/work-order-request.htm>
 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
- 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
- John Kidder at Human Resources (1-1588)
- Karen Kemble or Bonita Grindle at OEO

Web resources:

Human Resources <http://www.umaine.edu/hr/>
PATFA service list <http://www.umaine.edu/hr/employees/faculty/patfa-service-list>

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 at Judicial Affairs (1-1736)
- Robert Dana at Student Affairs (1-1406)
- The Campus Police (1-4040)

Web Resources:

Online catalog <http://catalog.umaine.edu/> (older catalogs are also here)
 Student Affairs <http://umaine.edu/studentaffairs/>
 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 at OSR
- Regina Marquis and Cindy Barnes at CED/DLL
- Sue McCullough at the Hutchinson Center
- <osrrmsch@umit.maine.edu> for schedule edits and additional sections