

CALIFORNIA STATE UNIVERSITY, EAST BAY

DUTIES OF DEPARTMENT CHAIRS

Under the direction of the School Dean, the Department Chair serves as the primary administrator of the academic department. Areas of responsibility include faculty relations, student relations, curriculum development, budget and resources, relations with community and alumni, and professional development. In these responsibilities the Department Chair consults with the departmental faculty at appropriate times. More specifically these areas include the following:

1. Recruitment, retention, and promotion recommendations for faculty and staff. Works to assure equal opportunity employment compliance.
2. Recruitment, retention, and advising of students.
3. Supervision and evaluation of faculty and staff.
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