

**The University of Tennessee  
Health Science Center**

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ROLE OF THE DEPARTMENT CHAIR

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Effective December 10, 2015

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The Department Chair is the academic and administrative leader of the department's faculty. The Chair is responsible for the management of the department's activities, including direction of the work of the faculty. The assignment of faculty workloads and work sites is the responsibility of the Chair, in consultation with the Dean when appropriate. The Chair is responsible for the equitable assignment of faculty responsibilities and assures that an appropriate balance of time and effort is committed within the department to teaching, research, service, and, if applicable, patient care. The Chair is responsible for overseeing the career development of all faculty members in the department. In a large department the Chair may delegate some of these responsibilities to Division Chiefs. (*UTHSC Faculty Handbook, Section 4.4.1*)

Annually, each faculty member must meet with the Chair to review his or her performance in achieving previously established academic goals, to receive the work assignment, and to mutually establish the academic goals to be achieved by the faculty member during the coming year. (*UTHSC Faculty Handbook, Sections 4.14.3.2; 4.16.3; 5.3.2*)

Faculty career development for tenured faculty members is the progression from the attainment of tenure to the attainment of the rank of professor, and, following these milestones, to an ongoing career of continually increasing academic achievement. Successful career development is primarily the responsibility of the individual faculty member; however, guidance should be provided by the faculty member's Chair. Formal review of the individual's accomplishments is undertaken annually by the Chair as part of the faculty member's Annual Performance and Planning Review.

Competent teaching is a crucial responsibility for faculty members with teaching assignments, and the effective use of appropriate instructional evaluation (including departmental files on class syllabi and related materials, student evaluation, and peer evaluation) is important to all objective review processes. Faculty members with research responsibilities should have the quantity and quality of their work fairly assessed. Each faculty member's service contributions, if applicable, should be evaluated impartially. At UTHSC this evaluation process primarily emphasizes professional career development and usually integrates developmental goals of faculty members with departmental mission and priorities. (*UTHSC Faculty Handbook, Section 4.16.1*)

*Last Reviewed 1/7/2021*