Chair Responsibilities

Department Administration	Course Administration	Full-Time Faculty Duties*	Student Engagement	Program Marketing and Recruitment	College Leadership
Reporting (i.e. Monthly Reports)	Course Scheduling	Course Creation and Presentation	Student Meetings/ Orientations	LUNA Content Selection	Chairs' Council
New Faculty Evaluation	Review and Edit Course Syllabi	Department Service	Learning Management System	Competitions	Academic division planning in coordination with Co-Leaders/Deans
Full-Time Faculty Evaluation	Sponsored Project/ Special Project Courses	College Service	Visiting Speakers	Exhibitions/ Portfolio Days	
Program Manager Evaluation	Faculty Hiring/ Mentoring	Professional Practice	Students Concerns	Social Media	
Technician Evaluation (as applicable)	Faculty Meeting Leadership			Archive Development	
Budget Administration	Curriculum Assessment and Development			Program Outreach and Development	
Strategic Planning, Research, and Vision				Alumni Relations	
Facilities Management				Participate in recruitment activities	

* Please refer to Full-Time Faculty Responsibility Grid