



# UC San Diego

## Policy & Procedure Manual

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[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### PERSONNEL - ACADEMIC

#### Section: 230-1

Effective: 01/23/1970

Supersedes: N/A

Review Date: TBD

Issuing Office: [Academic Personnel Services](#)

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### DUTIES OF DEPARTMENT CHAIRMEN (OR EQUIVALENT OFFICERS)

#### I. POLICY

Following preliminary reviews at campus and University-wide levels, this statement on the duties and responsibilities of department chairmen has been issued by President Charles J. Hitch. It replaces the April 22, 1952 directive of President Sproul. At such time as the statement is incorporated into the Administrative Manual, it will be withdrawn from the UCSD Policy and Procedure Manual.

#### II. RESPONSIBILITY

The chairman of a department of instruction and research is its leader and administrative head. He is appointed by the Chancellor of his campus and is responsible to the Chancellor through the Dean of his college or school.

#### III. REFERENCES

- A. [Academic Personnel](#)
- B. Personnel Manual
- C. [UCSD Policy and Procedure Manual](#)

#### IV. DUTIES

##### A. General

As leader of his department, the chairman has the following duties:

1. He is in charge of planning the programs of the department in teaching, research, and other functions. He is expected to keep the curriculum of the department under review and to maintain a climate that is hospitable to creativity and innovation.
2. He is responsible for the recruitment, selection, and evaluation of both the faculty and the staff personnel of the department. In consultation with his colleagues, he recommends appointments, promotions, merit advances, and terminations. He is expected to make sure that faculty members are aware of the criteria prescribed for appointment and in accordance with the procedures and principles stated in the President's Instructions to Appointment and Promotion Committees.



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---

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

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---

3. He should be receptive to questions, complaints, and suggestions from members of his department, both faculty and staff personnel, and from students, and should take appropriate action on them.

#### B. Administrative

The chairman's administrative duties include the following (special assignments may be added from time to time, and the Chancellor may specify additional duties):

1. To make teaching assignments in accordance with the policy described in Regulation 750 of the Academic Senate (see [Appendix](#)) and to make other assignments of duty to members of the department staff.
2. To prepare the schedule of courses and of times and places for class meetings.
3. To establish and supervise procedures for compliance with University regulations on the use of guest lecturers and Academic Senate Regulation 546 on special studies courses (see [Appendix](#)).
4. To make arrangements and assignments of duty for the counseling of students and for the training and supervision of Teaching Assistants and other student teachers and teacher aides.
5. To prepare the budget and administer the financial affairs of the department in accord with University procedures.
6. To schedule and recommend to the Chancellor sabbatical leaves and other leaves of absence for members of the department. (The chairman may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence form.)
7. To report promptly the resignation or death of any member of the staff.
8. To be responsible for the custody and authorized use of University property charged to the department and for assigning departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations.
9. To be responsible for departmental observance of proper health and safety regulations, in coordination with the campus health and safety officer.
10. To maintain records and prepare reports in accord with University procedures.



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## Policy & Procedure Manual

---

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

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#### Section: 230-1

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Supersedes: N/A

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Issuing Office: [Academic Personnel Services](#)

---

11. To report any failure of a faculty or staff member to carry out responsibilities and recommend appropriate disciplinary action.

#### C. Guidelines

In performing his duties, the chairman is expected to seek the advice of his faculty colleagues in a systematic way and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees. He is also expected to seek student advice on matters of concern to students enrolled in the department's programs. In large departments, the chairman may be assisted in the tasks involved in carrying out his responsibilities by a vice-chairman or other colleagues and, where desired, by an executive committee chosen in an appropriate manner; however, the responsibilities themselves may not be delegated.



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## Policy & Procedure Manual

---

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

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### APPENDIX

#### REGULATIONS OF THE ACADEMIC SENATE

##### Regulation 750

- (A) Only regularly appointed officers of instruction holding appropriate instructional titles may have substantial responsibility for the content and conduct of courses which are approved by the Academic Senate. (See PPM 230-25)
- (B) Professors and professors in residence of any rank, instructors and instructors in residence, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall be of the grade for the course.
- (C) Announcements of special study courses in which individual students work under the direction of various members of a department may state that presentation is by the staff, but a member of the department shall be designated as the instructor in charge.
- (D) Each person who gives instruction in a quiz section or other exercise designed solely to facilitate the student's comprehension of subject matter in a course must possess the Bachelor's degree or its equivalent.
- (E) No student may serve as a reader or assistant in a course in which he is enrolled.

##### Regulation 546

Registration in special studies courses for undergraduates must be approved by the chairman (or his equivalent) of each department concerned. This approval must be based upon a written proposal submitted to the chairman. (See PPM 230-25).