

## **DEPARTMENT CHAIRPERSON**

### **Key Roles and Responsibilities**

- Shall be directly accountable to the Dean.
- Shall be responsible for the administration of his/her Department/Center/Institute.
- Shall hold regular meetings of the Department/Center/Institute faculty to present pertinent information and to discuss issues that may include, among others, Department /Center/Institute or SOM policies, educational, research and service programs, long-range objectives, and current problems. Chairpersons of larger Departments and Directors of larger Centers/Institutes that have been divided into Sections/Programs may elect to have regular meetings with the Sections Chiefs/Program Directors rather than with the entire faculty, with the expectation that the Chiefs will meet with their section/program faculty to present and discuss matters from the Section Chiefs'/Program Directors' meetings at regular intervals.
- Shall recruit and recommend to the Dean the appointment of faculty and other personnel.
- Shall be responsible for his/her Department's/Center's/Institute's role in carrying out the programs that are the responsibility of SOM faculty.
- Shall be responsible for the implementation of all UTRGV and SOM policies and regulations applicable to the Department/Center/Institute.
- Shall prepare the Department/Center/Institute budget to be submitted to the Dean annually including recommendations for compensation of both faculty and non-faculty personnel.
- Shall be responsible for the budgetary control of his/her Department/Center/Institute and for the allocation of space within his/her Department/Center/Institute.
- Shall recommend faculty appointments, promotions, and tenure to the Dean and pertinent UTRGV SOM committee for review and processing.
- Shall organize the Department/Center/Institute in a way that best serves the needs of the Department/Center/Institute and SOM and provide for appropriate interaction with Department/Center/Institute faculty and between its faculty and leadership.
- Shall be responsible for the career development and mentoring of faculty members in his/her department.