

Incoming Chair Transition and Expectations

In most cases, an incoming chair will know that they will assume chair duties at least one semester in advance. It is important for a first-time chair to prepare for this department service in advance. This transitional period can provide opportunities for collaboration between the current and incoming chair. It is expected that during this period, the current chair continues to complete the chair duties, while the incoming chair shadows the chair to learn the tasks associate with the chair's role. The incoming first-time chair receives a stipend equivalent to 3 units of reassigned time.

Expectations for incoming chair:

- Read and review the chairs resources webpage.
- Communicate with the current chair about how current department practices align with the information on the website. Topics should include:
 - Course scheduling and curriculum planning
 - Budget oversight
 - Faculty evaluations
 - Staff duties
- Plan to attend a chairs seminar or development opportunity before or soon after becoming chair.
- Participate in CEE and/or College chair development opportunities.
- Attend at least one Chairs meeting with outgoing chair.
- Attend at least one Chairs discussion group with outgoing chair.
- Create the Course Schedule with the current chair (and enter into the academic scheduler tool)
- Participate and organize observations of adjunct faculty teaching
- Review the curriculum for enrollment management purposes
- Oversee annual curricular assessment
- Work with the current chair to create agendas for department meetings
- Review the most recent APR self-study and long-term plan with current chair

Conference/Workshop support: The Dean's office will support up to 2 external leadership development opportunities – one that is a general chair workshop/seminar and one that is discipline specific. It is recommended that the incoming chair attends at least one during the summer prior to becoming chair or in the Fall semester.