

Faculty and Department Head responsibilities—from VSU Academic policies Statutes revised in 2007. See full statutes listed here: <http://www.valdosta.edu/administration/policies/documents/2000.1StatutesofVSU.pdf>

ARTICLE II: FACULTY RESPONSIBILITIES

Section 1. The faculty of each college, school or division:

- a. establishes entrance requirements for admission to its academic programs
- b. develops academic programs for its students
- c. establishes its degree requirements
- d. participates in the establishment of committees to discharge its duties and responsibilities
- e. adopts regulations governing procedures for its orderly and efficient administration
- f. exercises the fullest measure of autonomy over the academic affairs of the unit, consistent with the maintenance of general educational policies and standards and of correct academic and administrative relations with the governing authority of the University and the Board of Regents.

ARTICLE III: ACADEMIC DEPARTMENT HEADS

Section 1. Each college or division is organized into academic departments to which members of the faculty are assigned. An academic department is an administrative unit and exists for the purpose of providing instruction, research, and service. A faculty member serves as its head. Each department head is appointed by the President, is approved by the Board of Regents, holds office at the pleasure of the President, and reports directly to a dean or director. Department head appointments are made after consultation with the faculty of the particular department, the dean of the college or director of the division, and the Vice President for Academic Affairs.

Section 2. Academic department heads are persons of professorial rank and are members of the General Faculty.

Section 3. Under the direction of a dean or director, each department head:

- a. consults routinely with members of the department on all substantive matters
- b. establishes committees within the department to aid in its administration
- c. encourages the development of programs, policies, and procedures designed to promote the goals of the University and to enhance the quality of instruction, research, and service within the department
- d. is responsible, within the limits of departmental concern, for faculty teaching schedules and assignments, academic advisement of students, and the preparation of catalogue or bulletin materials
- e. assumes primary responsibility for identifying and maintaining the instructional staff of the department, and recommends faculty appointments, promotion, tenure, salary, and dismissal
- f. is responsible for the expenditure of funds allocated to the department
- g. is the departmental representative in all official communications
- h. recommends to the dean or director the name of a departmental faculty member to serve as acting department head during any period of absence from the campus by the department head that exceeds one week
- i. prepares and recommends to the dean or director an annual budget for the department
- j. conducts an annual evaluation of each full-time member of the departmental faculty
- k. prepares an annual report for the department, to be submitted to the appropriate dean or director on or about July 1 of each year
- l. performs such additional duties as the dean or director may deem appropriate to the office.