

**Sargent College of Health and Rehabilitation Sciences
Program Director and Department Chair Responsibilities**

Department Chair

The Department Chair has the overall responsibility for representing the department within the university as well as locally, nationally, and internationally. The Chair is a member of the Administrative Advisory Council of Sargent College and has the general responsibility for strategic planning, supervision, coordination, and evaluation of departmental goals, programs and resources. The Chair can make commitments for his or her department, request additional resources, and enforce policies and regulations. The Chair is directly responsible to the Dean for the following areas.

Strategic planning, program development, space and budget:

1. The chair, in consultation with the program directors, is responsible for strategic planning within the department and the programs.
2. He/she facilitates and obtains resources for program development, as well as implementation and evaluation of the programs within the department. Where possible, the chair aids in the identification and development of inter-disciplinary initiatives and other new programs.
3. In consultation with the program directors, the chair assigns and manages faculty and staff duties so that equitable workloads are distributed among department faculty.
4. In coordination with the facilities manager at Sargent College, the chair is responsible for reallocating space within the department.
5. The chair is responsible for the budgetary process including gathering recommendations from program directors and other interested faculty, providing a rationale for expenditures and allocations, and coordinating the development of an annual budget with the Assistant Dean for Finance. The Chair is accountable for staying within the approved budget.

Faculty development and performance:

1. The chair works to foster professional growth and development of faculty and staff members within the department. Where possible, he/she prevents, reduces, or resolves conflict within the department.
2. It is also expected that the chair will mentor the faculty in the area of research and scholarship. This includes encouraging faculty to seek outside funding and helping them to do so.
3. The chair monitors and evaluates faculty and staff performance and is responsible for keeping faculty and staff informed of department, college, and institutional plans, policies, activities, and expectations. The chair is specifically required to evaluate the performance of the program directors' execution of administrative and leadership duties.
4. In coordination with the Program Directors, the chair is responsible for recommendations for faculty and staff hiring, merit, equity, promotion, tenure, and termination.
5. With the help of all departmental faculty and staff, the chair is responsible for the departmental annual report and the annual goals within the department.

Academic issues:

1. In coordination with the Dean and Program Directors, the chair is responsible for developing and maintaining the enrollment targets for each program.
2. Each chair is responsible for fostering cooperative and collaborative relationships/activities with other departments in Sargent and across the university as applicable.
3. In coordination with the program director, the chair oversees attaining and maintaining professional accreditation where appropriate.
4. The chair participates in the development of Alumni relations.

Program Director

The Program Director oversees the academic/programmatic components of the program and is invited to attend the Administrative Advisory Council of Sargent College twice per semester. The Director reports to the Department Chair with respect to the following areas:

Recruitment, admissions and retention of students:

1. The program director works with the Chair to set the enrollment targets. He/she maintains records and updates admissions and recruitment plans at the program level and makes specific recommendations for the Dean's Office to transmit to the BU Office of Admissions.
2. In conjunction with the Dean's office and the Academic Services Center, the program director and program faculty contribute to student recruitment and orientation events sponsored by the College.
3. The program director assists faculty with special or unusual student advising needs including student complaints about program advisors or courses.
4. In conjunction with the Chair, the director will review course evaluations for the specific offerings of the program for the purpose of curriculum development and maintaining quality standards.

Academic program development, policies and procedures:

1. The director assures that curriculum development and other planning for the program takes into consideration current policy and/or anticipated changes. Specific planning needs for short-term and long-term goals may include accreditation issues, course changes and other details that are crucial to preserving and improving the delivery of high-quality program curriculum.
2. The program director in conjunction with faculty, is responsible for developing academic policies and procedures, and monitoring compliance of these. This responsibility includes reviewing/updating all pertinent web-based materials and published documents,
3. In coordination with the Director of Student Services and individual faculty as necessary, the program director can make recommendations about routine scheduling of courses and rooms.
4. The program director is responsible for official student and graduate correspondence relative to confirming program status for loans, licensure, and insurance. The program director will assist program faculty in handling unusual or special cases of paperwork or correspondence as needed.
5. Where applicable, the program director is responsible for facilitating appropriate accreditation of the program and evaluation of the success of the program.

Administration of the program:

1. The program director advises the Chair on appropriate staffing for the courses of the program and supervises staff assigned to the program and the Coordinator of Clinical Education if applicable.
2. He/she makes budget requests, has oversight of the program budget and contributes to the budget planning activities of the Chair as needed to ensure the financial stability of the program.
3. In coordination with the Chair, the program director also looks for opportunities to foster professional growth and development of faculty and staff members within the program.
4. The program director works with the Chair in monitoring and evaluating faculty and staff performance and advises the Chair in formulating recommendations for faculty and staff hiring, merit, equity, promotion, tenure, and termination.
5. In conjunction with program faculty, the director develops and maintains cooperative and collaborative relationships, activities and communication with other programs within the College.
6. Program directors are urged to maintain strong relationships with Alumni to foster loyalty to Sargent and as these may be especially beneficial with respect to their program evaluation activities.
7. In collaboration with program faculty, he/she provides the chair with an annual report of the core annual programmatic activities.