Duties of the Chair, Associate Chair and Budget Council or Executive Committee

The department governance document will specify whether the primary form of governance in the department is by a **budget council**, **extended budget council** or **executive committee**. Smaller departments usually have a budget council while larger units may find it more practical to have an executive committee for handling routine items. Even when an executive committee is used, some decisions, such as promotion and tenure will still require a full budget council vote.

The budget council or executive committee is usually charged with making recommendations to the department on faculty hiring, promotion and tenure, faculty evaluation, merit raises, retentions, budgets and workload. Some of these recommendations are advisory to the chair, who is ultimately responsible for decisions in the department. For faculty evaluations and promotion and tenure, however, the chair makes an independent recommendation that may differ from the budget council assessment.

Larger departments may have one or more associate chairs. The associate chairs will assume specific functions normally performed by the chair. The roles of the chair, associate chairs and budget council are outlined below. The chair will provide the dean’s office with a list of functions assigned to associate chairs.

The faculty should all be aware of the roles of the budget council or executive committee and of their individual roles in department governance. There is an opportunity to change the form of governance every three years when the department governance policy is discussed, and there is a vote on renewing or changing the governance document.

**Responsibilities of Chair, Associate Chair and Budget Council**

UT Policy and Regents Rules assign some functions to the Budget Council and others to the Chair of the department. Because the department Chair servers as chair of the Budget Council, the Chair will be the Dean’s point of contact for those items. In larger departments, the chair may designate some of the chair’s responsibilities to one or more associate chairs. The associate chairs are appointed by the Dean in consultation with the department chair. Items indicated * may be assigned to an Associate Chair for Undergraduate Education or ** Associate Chair for Operations. The chair should indicate the specific responsibilities assigned to an associate chair in a memo to the Dean.

- **Department governance**
  - Determined by budget council and vote of full faculty
  - Items assigned to the **Budget Council** in the list below are the responsibility of the decision-making body of faculty indicated in the approved department governance document, e.g. extended budget council, executive committee, merit sub-committee

- **Communication**
  - The Chair serves as the communication link between the administration and the faculty. Holds regularly scheduled
Faculty Activity

Duties of the Chair, Associate Chair and Budget Council or Executive Committee

- Faculty meetings for dissemination of information and discussion.

Hiring tenure-track faculty  
Budget Council.

Assigning *teaching or research mentors  
Chair

Hiring NTT faculty  
Budget Council or Chair, in consultation with the Senior Lecturers in the department.

Third year review  
Budget Council

Promotion and tenure  
The Chair is responsible for meeting with the candidate, soliciting external letters and assigning the council subcommittee that will prepare the assessments and recommendation. The Chair makes a separate recommendation and is available to meet with the CNS P&T committee to answer any questions during their deliberations. The Chair* should ensure that all peer evaluations and CIS surveys are completed prior to the budget council consideration of the dossier.

Promotion of NTT faculty  
Chair

Annual reviews, CPR  
Budget Council. The Chair may make a separate recommendation, but she may not overturn the budget council review. The chair is responsible for developing and monitoring remediation plans.

Faculty leaves, modified duties, separations  
Chair

Salary rates  
Budget Council. Chair may make a separate recommendation.

Retentions  
Budget Council and Chair

*Curriculum  
Chair. This includes course scheduling, projections, and capacity; TA assignments; appointing department course and curriculum committee members.

*Course assignments  
Chair determines faculty teaching assignments

*Student grievances  
Chair. Graduate student grievances should go to the Graduate Advisor first.
### Duties of the Chair, Associate Chair and Budget Council or Executive Committee

<table>
<thead>
<tr>
<th>Faculty workload</th>
<th>The Chair is responsible for ensuring that all faculty meet their workload and that there is full participation in the undergraduate curriculum.</th>
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</thead>
<tbody>
<tr>
<td><strong>Department staff</strong></td>
<td>The Chair** is responsible for hiring, assigning duties, evaluating and dismissing staff.</td>
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<tr>
<td><strong>Staff grievances</strong></td>
<td>Chair</td>
</tr>
<tr>
<td><strong>Department cores</strong></td>
<td>Chair manages departmental core facilities and their budgets</td>
</tr>
<tr>
<td><strong>Space, facilities management</strong></td>
<td>Chair</td>
</tr>
<tr>
<td>Strategic planning</td>
<td>Chair</td>
</tr>
<tr>
<td>Department budget</td>
<td>Chair**. Specific aspects of the instructional and department budgets may be assigned to the appropriate Associate Chair. The Chair is responsible for presenting the department’s budget plan to the CNS Budget Committee each year.</td>
</tr>
<tr>
<td><strong>Compliance</strong></td>
<td>Chair</td>
</tr>
<tr>
<td>Endowments</td>
<td>Chair. Use of endowment funds and endowment reporting. The budget council will make recommendations on appointments to endowed chairs or professorships.</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Chair works with CNS Development Office to engage in fundraising activities.</td>
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<tr>
<td>Faculty participation in events and college committees</td>
<td>Chair</td>
</tr>
</tbody>
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