**Departmental Policy Guide for ECE Chair**

ECE Advisory Committee

Reviewed on October 23, 2015

1. **Appointment**

The chair of ECE department is appointed by the Dean, with the approval of Provost, and shall normally be of the rank of professor. The term of ECE chair is typically 5 years.

1. **Responsibilities**

The chair plays a pivotal role in all aspects of departmental and university operations. Responsibilities include but are not limited to

* Continuous improvement of departmental educational and research programs for ECE students by effectively working with faculty, dean and university administration
* Development of unit-level strategic plans that are aligned with departmental mission and university/college goals;
* Recruitment, development, retention, and advancement of department faculty excellent in teaching, research/creative/scholarly activity, and service;
* Proper and fair administration of faculty workloads as based on individual abilities of faculty members and department, college, and university needs;
* Proper representation of departmental needs, allocation of departmental funds, support of ECE staff, and management of departmental resources.
* Personal and exemplary efforts in teaching, research, professional development, and service.
1. **Evaluation**

The chair is subject to annual performance review which is conducted by the dean. ECE faculty members also complete an anonymous annual survey about Chair’s performance. The evaluation criteria center on the chair’s success in those pertaining to

1. Leadership and departmental governance;

2. Administrative tasks (management and budgeting);

3. Curricula and program assessment, review, and development;

4. Faculty recruitment, mentoring junior faculty;

5. Professional development of faculty and staff;

6. Support for faculty research and innovation;

7. National visibility, departmental ranking, funding raising, etc.

1. **Renewal and Term Limit**

The chair’s renewal is subject to a 5-year review whose process is determined by the Dean. Typically, ECE chair should not have a continuous service over 10 years.