

**SANTA CLARA UNIVERSITY
FACULTY HANDBOOK
SECTION 2.7**

2.7 Department Chairs

The chair of a department is appointed for a specified term by the President of the University with the advice of the faculty members of the department, the dean, and the Provost. The chair reports to the dean.

The chair is responsible for the orderly administration of the department, the quality of its educational program, and high standards in teaching and scholarship on the part of its faculty. To achieve these ends, the chair coordinates the recruitment of new faculty members; evaluates faculty members at regular intervals in the areas of teaching, scholarship, and service; makes recommendations on applications for promotion or tenure; plans and coordinates the instructional program; assigns courses and teaching schedules to faculty members; prepares and administers the departmental budget; and conducts the general business of the department. On decisions of importance to the department and the University, the chair is expected to consult other faculty members of the department.

(The School of Law is not organized by departments and hence has no department chairs.)