

From: <http://sacs.nicholls.edu/admins/NSU Policy and Procedure Manual.doc>

1.8.3.1.1 The Department Heads (Level III)

The Department Head is the academic leader of the department and collaborates with the faculty and the Dean in the development of programs that are most suited in meeting student and academic needs. The Department Head is responsible for mentoring of junior faculty. Mentoring of students is an important responsibility of the Department Head. The Department Head also assigns faculty regarding academic advising; manages departmental resources for the attainment of departmental, college, and University objectives; allocates the departmental budget; and determines course offerings and time schedules. Teaching at the graduate or undergraduate level is required of Department Heads. Department Heads report to the Deans of their academic colleges.

Because of the Department Head's unique role as both administrator and academic leader/faculty collaborator, faculty should be familiar with the administrative staff and faculty sections of the *Policy & Procedure Manual* that delineate policies with regard to department heads.