

Document 103

Chairs Committee

April 12, 2004

1. **Meetings:** The Chairs Committee shall meet at least monthly during the academic year, and at other times upon request by any member of the Committee. Notice and agenda of meetings shall be sent at least three days in advance to chairs of all departments.
2. **Minutes and Reports:** Minutes of the meetings shall be kept by the Chair and shall be distributed to the School faculty. An annual report of the activities of the Committee shall be submitted, in writing, to the School faculty and presented orally at a School of Business faculty meeting.
3. **Responsibilities:** The Chairs Committee shall be responsible for:
 - a. **Communications:** Providing a communication link between the Administration of the School and faculty, as well as between the various faculty departments and programs within the School.
 - b. **Staffing:** Providing advice and counsel to the Dean on matters of staffing policy and implementation thereof.

Within 30 days after approval of the University budget, the Dean shall authorize the individual departments to recruit. The priorities and authorization shall be included in the minutes of the Chairs Committee.

Departmental chairs shall report all recruiting activities at the monthly meetings; these reports shall be included in the minutes of the Chairs Committee. At each regular meeting, the Committee shall consider the need to update and revise its recommended staffing priorities.

The Chairs Committee shall be responsible for the following aspects of the Business courses not assigned to any department: scheduling; staffing, suggesting arrangements involving more than one department; and if necessary, supervising the recruitment of faculty. The Chair of the Chairs Committee, or his/her designee, serves as the main contact person for these courses.

- c. **Budgets:** Providing advice and counsel to the Dean on the allocation of the School budget, including the status and use of discretionary funds. Annual reports by major budget categories shall be prepared and distributed to the Chairs Committee.
- d. **Committees:** Providing advice and counsel to the Dean on the structure and composition of School-wide committees.