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Role of the Department Chair

As Department Chair, you will play a role as a leader, facilitator, mentor, manager, and mediator. As department, you will be looking at the department as a whole and the department's relationship to the College. You will also be faced with day-to-day tasks including but not limited to approving requisitions for payment, purchase orders, and drop/add requests for students.

The most universal and most important of a chair's responsibilities are listed below.

Establish a collegial environment where all members of the department feel valued and take ownership in the program.

Help people get along with each other (sometimes personality issues within a department are a major challenge).

Work with members of your department to identify what courses are taught when and by whom, including:

- Courses for majors along with general education courses for non-majors
- Working with faculty members on preferences for course scheduling
- Teaching both courses for majors and Integrated Studies courses

Length of the Term

The length of the term as a department chair is usually four years and appointed by the President on recommendation of the Vice President for Academic Affairs/Dean of the Faculty after consultation with members of the department.

The Biggest Responsibilities

Faculty Searches

Hiring new faculty colleagues who will be outstanding teachers/scholars and contributing members and citizens of the campus community is one of the most important tasks we undertake as an institution. In order to do the best job possible and to guarantee fairness and consistency to all departments and candidates who engage in the hiring process, we have developed the following guidelines to be used in all tenure track and full time continuing faculty searches. Exceptions to these guidelines will be made only in cases where a hiring opportunity arises that would clearly benefit the college’s academic mission but where these guidelines are not practical, as for example in the case of converting a single full-time appointment to a shared-position appointment where no national search is conducted. These guidelines complement the College’s statement on Equal Opportunity in Faculty Search Procedures (see Appendix 1) and any exceptions to them must be consistent with this statement. Throughout the process, those involved must be cognizant of the need for confidentiality. At every point in the search, all parties involved should consider whether the choice of candidates reflects an unbiased evaluation of the pool and whether any further steps should be taken before proceeding.

Before the search procedure begins, the academic department responsible for the search must receive approval of a position and position description from the FIDC, and the Vice President for Academic Affairs. Normally, such approval is achieved through the annual planning-budgeting
processes of the College. The costs of searches will vary widely, but as a guideline, no search should cost more than 10% of the salary for the position being searched.

1. After the search is authorized, a search committee (SC) is formed and charged with conducting the search. When possible, this occurs before the end of the spring semester. The composition of the search committee will normally have no fewer than four and no more than six members as follows:

   a. The chair of the department authorized to hire normally is the chair of the SC.

   b. Other members of the department as appropriate. If there is a departing member of the department, he/she will not be a member of the SC. However, with the approval of the VPAA and the Faculty Senate, he/she may participate as a non-voting consultant to the search.

   c. Potential conflicts of interest must be carefully considered before appointing non-tenure track department members to a SC (for a tenure track position); in cases where they are appointed, they may not be candidates for similarly defined positions for at least two years. At the SC’s discretion, they may be consulted during the search if not placed on the committee.

   d. One to two faculty members from outside the department. The first outside member’s primary role is to invite consideration of general education and other academic community issues. Some departments will wish to include a second member from a closely allied discipline. These members will be chosen by the Faculty Senate in consultation with the Vice President for Academic Affairs and the hiring department. The SC chair submits a list of 4-6 recommended names to the Faculty Senate. The FS discusses the names and negotiates with the SC Chair to finalize the list and the SC Chair and FS agree upon a rank ordered list. The SC Chair contacts potential SC members in rank order to invite them to serve on the committee.

2. Once a SC is formed, the VPAA will meet with the committee and instruct members on appropriate search procedures. The Academic Affairs Office will send this search procedures document to each member of the SC.

3. The Search Committee, in consultation with the Vice President for Academic Affairs, prepares advertisement copy. The advertisement should a) include a detailed description of the required duties of the position, b) list necessary and/or desirable credentials for qualified candidates, and c) request appropriate application materials. Such materials should include at minimum a letter of application and vita. In addition, the request may include undergraduate and graduate transcripts, a statement of teaching philosophy, letters of recommendations, and other relevant materials. The advertisement specifies that application materials be sent to the Chair of the Search Committee via e-mail to facultysearch@monmouthcollege.edu (or alternative means agreed upon by the VPAA and the SC Chair). The Academic Affairs secretary will intercept received applications, and place them in a secure public folder accessible only by members of the search committee, the Dean of the Faculty and the Director of Personnel. The Academic Affairs Office also acknowledges receipt of the application with a form letter sent to the applicant.

4. When the advertisement has been approved by the VPAA and the Director of Personnel, the Academic Affairs secretary submits the advertisement to appropriate journals, including at least one national publication, campus and local audiences in a timely fashion. Timely advertisement is essential for staging a successful search. A lag between submission of the advertisement and
appearance of the job notice may be as long as two months and could seriously jeopardize our ability to attract top candidates if deadlines are missed. In advertising the position, every reasonable effort will be made to secure as large and diverse a pool of candidates as possible. The Search Committee shall develop initial screening criteria based upon the position description.

All searches must comply with the college commitment to equal opportunity employment: Monmouth College is committed to diversity and encourages applications from women and minority candidates. Monmouth does not discriminate on the basis of race, religion, color, sex, national origin, ancestry, disability, age, military service, marital status, sexual orientation or other factors as prohibited by law in its employment policies.

Published criteria in the advertisement are the operational criteria for hiring and should not change once the search has begun. We advertise only the position which was authorized, and, except in extraordinary circumstances, we hire only those candidates who comply with the publicly stated requirements of the authorized position.

5. Once an adequate search pool has formed, the Search Committee commences screening. Fair and serious scrutiny must be given to all candidates. Stages may variously include: a) consideration of letters of application and vitae only, then further consideration of a shorter list based upon requested transcripts, recommendations, and other relevant material, or b) summary consideration of the complete application materials; either process leads to a list of preferably 10-12 preferred candidates. At this point, the Search Committee in conjunction with the VPAA must consider the short list of 10-12 candidates in light of the goal of the college to hire a diverse body of talented faculty members. If shortcomings are found, the above parties shall discuss and implement means by which the search can be improved.

6. For the purpose of reducing the number of candidates, the Search Committee will make contact with the 10-12 preferred candidates through one or more of the following means: a) individual phone interviews, b) conference interviews, c) individual face-to-face interviews, or d) group face-to-face interviews. For all searches, all possible effort should be made to employ consistently the same contact procedure and the same interview script for each candidate.

7. After further review the Search Committee selects up to three persons to recommend to the VPAA for on-campus interviews. Their dossiers are referred to the VPAA for review. After consultation with the SC Chair the VPAA approves the candidates for on-campus interviews.

8. The Search Committee Chair now calls the selected candidates and invites them for a visit, informing the candidates to expect to spend one full working day on the campus and therefore at least one overnight/evening in Monmouth. Copies of Monmouth College and community materials are sent to these candidates by the Academic Affairs secretary.

Campus visits should be scheduled, if possible, within a two week period and when both the President and Vice President for Academic affairs are available for interviews.

9. For candidates who accept the invitation to visit, the SC Chair will describe the nature and duration of the visit, providing clear and detailed instruction about whatever presentations, teaching demonstrations, and interviews candidates are likely to face. All visits shall conform to the same design and resemble closely visits conducted for other academic positions. In the circumstance where there is an on-campus candidate, every reasonable effort will be made to separate him/her from the off-campus candidate's presence.
Careful planning for and scheduling of the visits are paramount at this stage of the search. It is particularly important that the candidate be given a sense of time, audience, and appropriate topic pertinent to any teaching demonstrations or presentations requested during the visit. Because we seek individuals who will thrive in a liberal arts community, the SC should provide an opportunity for candidates to demonstrate the ability to teach one or more topics related to the expected teaching load; the SC should also provide an opportunity for candidates to discuss a scholarly interest with the broad campus community. Such events should be well publicized in order to attract students and faculty. As many members of the Search Committee as possible should be in attendance.

10. The SC Chair and Academic Affairs Secretary construct the interview schedule and coordinate the following: presentations (including publicity), meetings with administrators, the meeting with the Faculty Senate, meeting(s) with students, travel, accommodations, meals, receptions, etc.

Those who interview candidates on campus should know guidelines developed by the Director of Personnel when they ask questions of the candidate. It is of particular importance that these guidelines be followed scrupulously by all interviewers. Violating those guidelines may contaminate the search and, in extreme cases, may expose the College to legal liability.

11. The SC chair will contact all interviewers of the candidates and seek feedback. The SC chair should seek opinions of the candidates’ strengths and weaknesses rather than rankings.

12. The Search Committee, after taking into consideration the perspectives of various campus groups that were part of the interviewing process (e.g. Faculty Senate, students, faculty colleagues), meets to rank candidates. As excellence in teaching is the sin qua non for tenure at Monmouth the committee should take care to gather and assess the response of our students to each of the candidates. The Search Committee chair reviews this ranking with the Vice President for Academic Affairs. During this review, consideration is given to the College’s long-term mission as well as short-term goals. If there is agreement on the ranking of the candidates, the President authorizes the Vice President to make an offer. If there is disagreement on the ranking of the candidates, the Search Committee and the VPAA meet to discuss how to proceed.

When an offer is authorized, the SC chair will make the initial call to the candidate followed by the VP’s call, the latter which goes into contractual details.

13. When the offer is made, the candidate will be informed that the offer is contingent to satisfactory completion of criminal background, verification of degrees, and verification of prior employment. The criminal background check will be conducted by the Director of Personnel. The Academic Affairs Office will make telephone verifications of degrees and prior employment.

14. If an offer is accepted, the VP will inform the Search Committee and have the Personnel Office prepare a contract. If an offer is not accepted, the Vice President confers with the Search Committee, and potentially other groups such as the Faculty Senate, about the next steps to be taken.

15. The Academic Affairs secretary will prepare letters to those candidates who did not receive interviews. The Search Committee Chair will communicate with those candidates who completed a campus interview and were unsuccessful, informing them that the position has been filled and the search concluded.

16. The Search Committee Chair and all members of the SC submit search materials to the AA Office including candidate materials and SC member notes within 30 days of the search closing.
<table>
<thead>
<tr>
<th><strong>Faculty Search Checklist</strong></th>
<th><strong>Date</strong></th>
<th><strong>Initials</strong></th>
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<tbody>
<tr>
<td>Approval of position from FIDC.</td>
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<td>Approval of position from Vice-President for Academic Affairs.</td>
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<td>Search Committee Formed.</td>
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<td>Advertisement Prepared &amp; Approved by Vice-President for Academic Affairs.</td>
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<td>Advertisement submitted to appropriate journals &amp; Monmouth College website.</td>
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<tr>
<td>Search Committee screens all applications fairly and with serious scrutiny.</td>
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<td>Search Committee identifies 10-12 preferred candidates.</td>
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<td>Search Committee conducts individual phone interviews or video interviews and/or conference phone interview of the 10-12 preferred candidates.</td>
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<tr>
<td>Search Committee normally selects three persons for on-campus interviews and submits names to the Vice-President for Academic Affairs (VPAA).</td>
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<tr>
<td>Search Committee Chair calls and invites selected candidates to campus.</td>
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<td>Academic Affairs Secretary arranges flight/train/car details and lodging accommodations.</td>
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<tr>
<td>Search Committee Chair and Academic Affairs Secretary construct interview schedule/itinerary.</td>
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<td>Search Committee Chair provides itinerary with clear and detailed instruction about whatever presentations, teaching demonstrations and interviews candidate will likely face.</td>
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<td>Search Committee Chair arranges transportation to/from airport, if necessary.</td>
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<td>Search Committee Chair arranges a guide for candidate to/from interviews, lunch, presentations, etc.</td>
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<tr>
<td>Search Committee Chair arranges a meeting with students.</td>
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<tr>
<td>After interviews, Search Committee Chair solicits feedback of candidates’ strengths and weaknesses from faculty, staff and students.</td>
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<td>Search Committee ranks candidate.</td>
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<td>Search Committee Chair meets with VPAA and reviews the ranking of the candidate.</td>
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<td>If disagreement on ranking, VPAA meets with Search Committee.</td>
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<td>If agreement, President authorizes VPAA to make offer.</td>
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<td>VPAA makes offer contingent to satisfactory completion of criminal background, verification of degrees, and verification of prior employment.</td>
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<tr>
<td>Offer accepted, Personnel Office prepares and send contract.</td>
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<td>Signed contract (paper copy) received.</td>
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<tr>
<td>Search Committee Chair notifies candidates who interviewed on campus position has been filled by telephone.</td>
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<td>Search Committee Chair sends a letter to the TWO candidates following telephone conversation.</td>
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<tr>
<td>Academic Affairs Secretary notifies all applicants the position has been filled and the search has concluded.</td>
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Committee Chair Signature ___________________________ Date ______________________
GUIDELINES FOR INTERVIEW QUESTIONS WITH JOB CANDIDATES

Please remember that federal law prohibits our asking certain types of questions when interviewing candidates for positions at the College.

Questions about the following aspects of candidate’s lives MUST NOT BE ASKED:

1. Marital status, maiden name (for example, are you married?)
2. Children and child-bearing plans (for example, are you pregnant?)
3. Sexual orientation (for example, are you gay?)
4. Club and organization memberships; car and home ownership (for example, are you a member of the NRA, or do you own your home?)
5. State of health, disabilities, height and weight, drug and alcohol use (for example, are you diabetic, or how much do you drink?)
6. Age, date of birth, national origin, family history (for example, how old are you?)
7. Religion, spirituality (for example, are you Catholic?)
8. Race, ancestry, citizenship (for example, was your Father Chinese, or were your grandparents immigrants and what country did they come from?)

The sum of these forbidden questions is that you must not ask a question or make a suggestion that gender, marital status, religious belief, race, and sexual orientation have any bearing on the decision to hire the person. If someone asks these questions or suggests that the answers matter to us, we are vulnerable to serious legal repercussions if we do not hire the person. It will be difficult in such a case to prove that one of these issues was not the reason we failed to hire.

The best advice is to not ask any personal questions.
Department Curriculum

Part of the identity of each department is its curriculum. That includes the courses offered for both majors and non-majors, and the requirements for the major and minor(s) in the department. Looking at the curriculum as a big picture is very important.

Questions to consider when reviewing your curriculum.

- What are the goals of the department’s curriculum for majors, minors, and non-majors?
- Are these goals well-supported through the current offerings of the department?
- Is the major serving well those students who will not be going to graduate school in your discipline verses those who do go to graduate school?

Regular conversations on your department’s curriculum can build collegiality and help newer members of the department feel invested besides helping you articulate department goals and achievements.

Changes made to the department’s major and/or minor requirements must be submitted to the Curriculum Committee and approved by the Faculty.

Requests for new courses or a new major/minor must be submitted completed and signed by the submitter. The department chair must also sign the request for a new course, major or minor and submit the request to the Curriculum Committee. The request must be approved by the Faculty.

New Course Proposal Form:  
https://monmouthcollege.sharepoint.com/sites/dept/registrar/Shared%20Documents/MC%20Forms/new%20course%20proposal.pdf

Modified Course Proposal Form:  
https://monmouthcollege.sharepoint.com/sites/dept/registrar/Shared%20Documents/MC%20Forms/modified%20course%20proposal.pdf

QRP Course Application Form:  
https://department.monm.edu/is/forms/Registrar/PDFs/QRP-course-application.pdf

New Major/Minor/Concentration/Program Proposal form:  
http://department.monm.edu/is/forms/Registrar/PDFs/New-Major-Minor-Concentration-Proposal.pdf
Course Scheduling

In November, the Registrar will email the department chairs requesting your department’s schedule for the next academic year. The Registrar will attach a copy of your department’s schedule from the current academic year. The goal is to simplify the room selection process (keep the location the same as the current year), minimize time conflicts, and make sure all the course demands are met.

If there are edits to your current schedule (and there may be the need due to course rotation, sabbaticals, course releases, Integrated Studies commitments, etc.), the Registrar will ask the following of you.

1. Please fill out the attached “Faculty Load Template” for your department which the Dean’s Office uses in reviewing department schedules for approval.

2. Simply **yellow highlight** the cell you are changing and type in the corrected information, save and return via email. Please note that if you are not quite comfortable with updates to Excel, our office is more than happy to provide training or you may also wish to work with the academic support staff in your department.

A few reminders when developing your department’s schedule:

1. Please be sure to include room information and class limits.
2. Pay attention to 1st Half and 2nd Half Semester courses. Be sure to indicate if 1st Half or 2nd Half so the courses are entered correctly in the system.
3. Limit the number of characters (30) for course titles.
4. Travel Courses must be approved by Jessica Johnston, Controller, before the course can be listed on the course schedule and before recruitment starts.

Generally, the courses schedules are due the end of January or beginning of February.
### 2018-2019 Teaching Schedule for:

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**Department Operating Budgets**

In March, generally, a request is sent to the department chairs for their department’s next academic year’s operating budget.

There are two formal budget processes, capital and operating. Capital items should not be requested through the operating budget process. Capital items are:

1. Individual equipment, technology, furniture and fixtures that has a value of $1,000 or more and a useful life of more than one year;
2. A group of like-kind equipment, furniture or fixture items that has an aggregate value of $1,000 or more and a useful life of more than one year; and
3. Renovations and major repairs, plus land (grounds) improvements with a value of $2,500 or more that have, or will, extend the useful life of the asset for more than one year.

Non-capital equipment purchases and desired minor repairs and maintenance should be entered on the Operating Budget Request Form.

The Operating Budget Request Form is an Excel document.

**Completing the Operating Budget Request Form:**

- Please insert the department name and cost center number plus the name and email of the requester.
- Please insert the request amount for each of the listed expense accounts; do not add any additional accounts, but rather use the ones that are provided. Insert the requested amount in the column entitled “Department Request.” Note: You do not have to make a budget request for every type of expense, only those that pertain to the work of your department.
- Please add a rationale for each request.
- With respect to some of the listed expense accounts:
  - *Stipends and Honorariums* are only used for specially arranged payments to Monmouth College employees.
  - *General Travel Expenses* should be used for the cost of food, travel, transportation and lodging on College business, including restaurants, hotels, trains, planes, etc.
  - *Professional Programs, Conference, Training Materials* should be used for the registration or attendance and materials costs associated with conferences, webinars, etc.
  - *Meals for Special Events* should be used for the Aramark cost of an event your department is hosting.
  - *Special Events and Programs* should be used for all other costs associated with events you and your department conduct.
**Operating Budget Policies**

*Travel Policies* are located in MC Forms.

*Vehicle Reservations* are made online and dispatched through Facilities.
https://programs.monmouthcollege.edu/bus/vehreserve/

The vehicles are located on North Main St.

*Reimbursements for College related travel:* The timely submission of all your receipts or invoices associated travel expenses is essential. All requests for reimbursements for travel expenses must be made on the MC Travel Expense Record Form.

Please attach the receipts to the form and submit to Lori Ferguson.

Reimbursements for College related purchases: Attached the receipts or invoices to the Requisition for Payment form and submit to Lori Ferguson. The form is located on MC Forms.

**Personnel Review**

Department Chairs are required to write an evaluation letter for faculty members under review. Department Chairs should include a class visit and the evaluation of that visit in the letter of evaluation of departmental members. The Department Chair is encouraged to attend the colloquiums of those department members under Pre-Tenure, Tenure & Promotion, and Promotion reviews in addition to a class visit.

The schedule for evaluation letters from the Department Chair is listed below.

- First Semester Review Due Date – **January 10th**. A meeting with the faculty member under review, Department Chair, and the Dean of the Faculty will be scheduled in the spring of that year.
- First Year Review Due Date – **August 15th**
- Pre-Tenure Review Due Date – **January 10th**
- Tenure & Promotion Review Due Date – **December 15th**
- Promotion Review Due Date – **December 15th**
- Continuing Full-Time Non-Tenure Review Due Date – **April 15th**
- Other Full-Time Non-Tenure Review Due Date – **April 15th**
- Part-Time Non-Tenure Review Due Date – **April 15th**

**Honors Convocation**

The Academic Affairs Office will contact the Department Chair in February/March to identify students that will be awarded prizes at Honors Convocation from their department. The
Department Chair will attend Honors Convocation in April and present the department’s awards during the ceremony.

**Academic Catalog**

In the spring, the Academic Affairs Office will forward the section(s) of the Academic Catalog that pertain to the Department Chair. The Department Chair should work with the members of their department to make updates and/or revisions to the Academic Catalog. Typically, the final version of Academic Catalog is due the end of May.


**The Day-to-Day Tasks**

**Delegating**

Department Chairs should make a conscious effort to delegate tasks amongst the department. When dividing up tasks, play to the strengths and expertise of the individual faculty members.

Below are some tasks or areas that are easiest to delegate to others:

- Club Advisor
- Organizer of Social Events
- Information on Internships, Careers, and/or Graduate School in your discipline
- Supervising Student Workers
- Updating the Department Webpage
- Assessment Data
- Faculty Search Tasks
- Arrangements for Guest Speakers

**Department Meetings**

Department business can be conducted via email and/or individual conversations but it is good to meet as a group. It helps keep everyone talking to each other, helps everyone stay on the same page as far as issues in the department, and helps everyone feel a part of the department.

The Department Chair should work with the department and schedule a regular department meeting prior to the start of the fall semester.

Possible items to discuss during a department meeting:

- Curriculum
- Assignment of Tasks
- Course Scheduling for Next Academic Year
- Budgets
- Assessment
- Program Enhancement
Requests for Approval

Department Chairs' approval and signature are required on a variety of transactions. Examples listed below:

Independent Study Agreement
https://department.monm.edu/is/forms/Registrar/PDFs/independent-study-agreement.pdf

Internship Learning Contract for Credit-Bearing Internships
https://department.monm.edu/is/forms/Registrar/PDFs/Internship-Learning-Contract-Credit-Bearing.pdf

Drop/Add Course(s) Paper Form

New Faculty Members

During the summer, the Office of Academic Affairs will be in contact with the new faculty member regarding New Faculty Orientation and the Fall Faculty Conference. The Office of Academic Affairs will work assign an assign, order keys, and work with Information Services on computer access and telephone set up.

The Department Chair should make sure the new faculty member has contact information should they have questions over the summer. The Department Chair may need to contact the new faculty member regarding course descriptions, classroom preference, or other matter that demand attention over the summer.

Once the new faculty member arrives on campus, he/she will participate in New Faculty Orientation. During orientation the new faculty member will receive information on instructional technology services, library services, academic and career resources, and additional services for Monmouth College students. The new faculty members will also engage in a conversation about the Liberal Arts, a conversation with the Associate Deans, and participate in a walking tour of the campus.

The Department Chairs can help the new faculty member learn more about Monmouth College and their department and feel welcome.

- Escort new faculty to Fall Faculty Conference and opening week reception.
- Have a social event that will introduce the new person to your department, as well as people outside the department who may be of special interest. (Or, if you are unable to organize the event yourself, see that someone else in the department does so.)
- Invite the new faculty member to a Faculty Luncheon held on Wednesdays.
- Invite the new faculty member to sit in on one of your classes (or those of another member of the department).
- Check in regularly with the new faculty member and encourage your department members to do the same.
- Discuss expectations one might have for students and what students might expect of faculty.
- Talk about grading practices, academic integrity, flag system, etc.
- Invite the new faculty member to the first couple of Faculty Meetings so you can explain some things during the meeting (who’s who, etc.). Take some time to de-brief afterwards.
**Student Workers**

Department Chairs should work with members of the department to identify potential student workers, if applicable, and work with the Financial Aid Office.

Policies for Student Employment


**Diplomas**

The Department Chair will sign diplomas for all graduating majors in their department.

**Sabbaticals**

Early June, the Academic Affairs office notifies faculty members who are eligible for sabbatical the next academic year. The faculty member needs to consult with the Department Chair on which semester their leave should take place.

The sabbatical proposals are due December 1st and should contain a recommendation from the Department Chair proposing how essential duties can be covered while the faculty member is on sabbatical and request any replacement needs.

If two faculty members in the same department are eligible for sabbatical, the Department Chair should work with both parties to schedule one sabbatical during the fall semester and one sabbatical during the spring semester. Consult with the Dean of Faculty as needed.
Appendices

Sample Faculty Job Ad with EOE/Nondiscrimination Statement

Monmouth College, a private liberal arts college and member of the Associated Colleges of the Midwest, seeks applications for a tenure-track position in the Department of Psychology at the Assistant Professor level to begin August 2020 in the area of Clinical/Counseling Psychology. Requirements include a doctoral degree and a commitment to undergraduate liberal arts teaching; however, a master’s degree with professional counseling experience will be considered. Licensure is preferred, but not required. The successful candidate will teach a variety of courses including introductory and general education courses, including Monmouth’s Integrated Studies curriculum, as well as courses in the specialty area. Ability to teach research methods and/or statistics is recommended. Expectations include excellence in teaching with a 3-3 load, student advising, and supervision of student research.

Located in the welcoming community of Monmouth, Illinois, the college is a member of the prestigious Associated Colleges of the Midwest. Following the adoption and implementation of a groundbreaking interdisciplinary general education curriculum and the continuation of a bold strategic plan titled “Think Anew, Act Anew,” the college is now prepared to move confidently forward as an innovator among liberal arts colleges. Monmouth is again in the top tier of U.S. News & World Report’s Best Colleges for National Liberal Arts Colleges, is ranked 70th out of 240 schools in the “National Universities – Liberal Arts” category by Washington Monthly, and was recognized in the top 5% of U.S. Colleges by College Factual for colleges that provide value for students. The College’s mission statement can be found here: https://ou.monmouthcollege.edu/about/mission-statement.aspx

Send letter of interest, curriculum vitae, statement of teaching philosophy, copies of student evaluations, and three letters of reference to: Dr. Marsha Dopheide, Chair of Psychology Search, Monmouth College, by email to facultysearch@monmouthcollege.edu. For full consideration, applications should be received before October 7th, 2019.

EOE/Nondiscrimination Statement

Monmouth College is committed to diversity and encourages applications from women, persons of color, and members of other underrepresented groups.

Monmouth College does not discriminate on the basis of race, religion, color, sex, national origin, ancestry, disability, age, military service, marital status, sexual orientation, pregnancy or other factors as prohibited by law.

Monmouth College admits students of any race, religion, color, sex, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to Monmouth students.

Any inquiries regarding Title IX or the College’s Policy Prohibiting Discrimination, Harassment, and Retaliation should be directed to the Title IX Coordinator identified below. The Coordinator will be available to meet with or talk to students, staff, and faculty regarding issues relating to Title IX and this policy.
Michelle Merritt
Interim Title IX Coordinator
Associate Dean of Students
Room 21, Poling Hall (lower level) (309)457-2272
mmerritt@monmouthcollege.edu

Any inquiries regarding Title VI or the College’s Policy Prohibiting Discrimination, Harassment, and Retaliation should be directed to the Title VI Coordinator identified below. The Coordinator will be available to meet with or talk to students, staff, and faculty regarding issues relating to Title VI and this policy.

Michelle Merritt
Interim Title VI Coordinator
Room 21, Poling Hall (lower level) (309)457-2272
mmerritt@monmouthcollege.edu

Individuals may also contact the U.S. Department of Education’s Office of Civil Rights for additional information.

Office for Civil Rights
U.S. Department of Education-Chicago Office
500 W Madison St., Suite 1475
Chicago, IL 60661-4544
Telephone: (312)730-1560
Email: ocr@ed.gov
## Sample Candidate Itineraries

### Jane Doe

#### Tuesday, November 5, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm</td>
<td>Picked up at Airport</td>
<td>Moline, IL</td>
</tr>
<tr>
<td>7:00 pm</td>
<td>Dinner</td>
<td>TBD</td>
</tr>
<tr>
<td>8:30 pm</td>
<td>Check-in at AmericInn</td>
<td>Monmouth, IL</td>
</tr>
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</table>

#### Wednesday, November 6, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am to 9:30 am</td>
<td>Meet with Mark Willhardt</td>
<td>Wallace Hall, President’s Suite</td>
</tr>
<tr>
<td></td>
<td><em>Dean of the Faculty</em></td>
<td></td>
</tr>
<tr>
<td>9:30 am to 10:00 am</td>
<td>Meet with Clarence Wyatt</td>
<td>Wallace Hall, President’s Suite</td>
</tr>
<tr>
<td></td>
<td><em>President of Monmouth College</em></td>
<td>Center for Science &amp; Business, Room 303</td>
</tr>
<tr>
<td>10:00 am to 11:00 am</td>
<td>Prep for Teaching Presentation</td>
<td>Center for Science &amp; Business, Room 303</td>
</tr>
<tr>
<td>11:00 am to 12:00 pm</td>
<td>Teaching Presentation</td>
<td>Stockdale Center, Main Dining Room</td>
</tr>
<tr>
<td>12:00 pm to 1:00 pm</td>
<td>Lunch with Students</td>
<td></td>
</tr>
<tr>
<td>1:00 pm to 1:40 pm</td>
<td>Campus Tour</td>
<td></td>
</tr>
<tr>
<td>1:40 pm to 2:00 pm</td>
<td>Meet with Lynne Dulin</td>
<td>Poling Hall, Room 4</td>
</tr>
<tr>
<td></td>
<td><em>Assistant Director of Personnel</em></td>
<td></td>
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<tr>
<td>2:00 pm to 2:30 pm</td>
<td>Meet with Member of Faculty Senate</td>
<td>Center for Science &amp; Business, Room 246</td>
</tr>
<tr>
<td>2:30 pm to 3:00 pm</td>
<td>Prep for Research Presentation</td>
<td>Center for Science &amp; Business, Room 273</td>
</tr>
<tr>
<td>3:00 pm to 4:00 pm</td>
<td>Research Presentation</td>
<td>Center for Science &amp; Business, Room 273</td>
</tr>
<tr>
<td>4:00 pm to 5:00 pm</td>
<td>Reception</td>
<td>Mellinger Learning Center, Lounge</td>
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<tr>
<td>5:30 pm</td>
<td>Dinner with Search Committee</td>
<td>TBD</td>
</tr>
<tr>
<td>Department</td>
<td>Chair</td>
<td>Contact Information</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Accounting</td>
<td>Frank Gersich</td>
<td>Ext. 2119 [<a href="mailto:fgersich@monmouthcollege.edu">fgersich@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Art</td>
<td>Brian Baugh – Spring</td>
<td>Ext. 2108 [<a href="mailto:bbaugh@monmouthcollege.edu">bbaugh@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Biology</td>
<td>Tim Tibbetts</td>
<td>Ext. 2348 [<a href="mailto:tibbetts@monmouthcollege.edu">tibbetts@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Laura Moore - Fall</td>
<td>Ext. 2209 [<a href="mailto:lmoore@monmouthcollege.edu">lmoore@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ext. 2252 [<a href="mailto:agoach@monmouthcollege.edu">agoach@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Classics</td>
<td>Bob Simmons</td>
<td>Ext. 2378 [<a href="mailto:rsimmons@monmouthcollege.edu">rsimmons@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td></td>
<td>Adrienne Hagen</td>
<td>Ext. 2374 [<a href="mailto:amhagen@monmouthcollege.edu">amhagen@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>Trudi Peterson</td>
<td>Ext. 2109 [<a href="mailto:tpeterso@monmouthcollege.edu">tpeterso@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td></td>
<td>Robert Hinck</td>
<td>Ext. 2155 [<a href="mailto:rhinck@monmouthcollege.edu">rhinck@monmouthcollege.edu</a>]</td>
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<tr>
<td>Educational Studies</td>
<td>Craig Vivian</td>
<td>Ext. 2307 [<a href="mailto:cvivian@monmouthcollege.edu">cvivian@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td></td>
<td>Tom Sargent (Dir. Of Teacher Education)</td>
<td>Ext. 2343 [<a href="mailto:tsargent@monmouthcollege.edu">tsargent@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>English</td>
<td>Marlo Belschner</td>
<td>Ext. 2377 [<a href="mailto:mmb@monmouthcollege.edu">mmb@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>History</td>
<td>Amy de Farias</td>
<td>Ext. 2243 [<a href="mailto:adefarias@monmouthcollege.edu">adefarias@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>Sean Schumm</td>
<td>Ext. 2279 [<a href="mailto:sschumm@monmouthcollege.edu">sschumm@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Mathematics, Statistics, and Computer Science</td>
<td>Logan Mayfield</td>
<td>Ext. 2200 [<a href="mailto:jmayfield@monmouthcollege.edu">jmayfield@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Modern Languages, Literatures, &amp; Cultures</td>
<td>Keith Schaefer</td>
<td>Ext. 2418 [<a href="mailto:kschaefer@monmouthcollege.edu">kschaefer@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Music</td>
<td>Tim Pahel</td>
<td>Ext. 2171 [<a href="mailto:tpahel@monmouthcollege.edu">tpahel@monmouthcollege.edu</a>]</td>
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<tr>
<td>Philosophy &amp; Religious Studies</td>
<td>Dan Ott</td>
<td>Ext. 2260 [<a href="mailto:dott@monmouthcollege.edu">dott@monmouthcollege.edu</a>]</td>
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<tr>
<td>Physics &amp; Engineering</td>
<td>Chris Fasano</td>
<td>Ext. 2387 [<a href="mailto:cfasano@monmouthcollege.edu">cfasano@monmouthcollege.edu</a>]</td>
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<tr>
<td>Political Economy &amp; Commerce</td>
<td>Wendi Bolon</td>
<td>Ext. 2181 [<a href="mailto:wbolon@monmouthcollege.edu">wbolon@monmouthcollege.edu</a>]</td>
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<tr>
<td>Political Science</td>
<td>Mike Nelson</td>
<td>Ext. 2422 [<a href="mailto:mbnelson@monmouthcollege.edu">mbnelson@monmouthcollege.edu</a>]</td>
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<tr>
<td>Psychology</td>
<td>Marsha Dopheide</td>
<td>Ext. 2144 [<a href="mailto:mdopheide@monmouthcollege.edu">mdopheide@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Sociology &amp; Anthropology</td>
<td>Petra Kuppinger</td>
<td>Ext. 2162 [<a href="mailto:petra@monmouthcollege.edu">petra@monmouthcollege.edu</a>]</td>
</tr>
<tr>
<td>Theatre</td>
<td>Vanessa Campagna</td>
<td>Ext. 2332 [<a href="mailto:vcampagna@monmouthcollege.edu">vcampagna@monmouthcollege.edu</a>]</td>
</tr>
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</table>
Fall 2020 – Academic Calendar
https://ou.monmouthcollege.edu/_resources/pdf/academics/advising/2020Fall.pdf

Spring 2020 – Academic Calendar
https://ou.monmouthcollege.edu/_resources/pdf/academics/advising/2021Spring.pdf

January & May 2020 Scots Terms – Academic Calendar
https://ou.monmouthcollege.edu/_resources/pdf/academics/advising/2021ScotsTerm.pdf

Faculty Manual

Faculty Statutes
https://ou.monmouthcollege.edu/_resources/pdf/academics/affairs/faculty-statutes.pdf