



# KEAN

## Associate Chairperson

### Job Description

Under the direction of the Department Chairperson, Associate Chairpersons are collegial leaders of their departments and perform administrative responsibilities designed to enhance academic quality and service to students. It is the general responsibility of the Associate Chairperson to work with the Department Chairperson to guide the department toward its goals. Associate Chairpersons should complement and have the adequate expertise to execute administrative responsibilities on behalf of the Department Chairperson.

Associate Chairpersons shall perform specific duties as delegated by the Department Chairperson, based on the responsibilities outlined in the [Department Chairperson job description](#). It is the specific responsibility of the Associate Chairperson to:

- a) Represent the Department Chairperson in the Chairperson's absence;
- b) Provide faculty and students with another level of administrative communication;
- c) Communicate with the Department Chairperson concerning departmental business and the Associate Chairperson's responsibilities

Associate Chairpersons shall not be responsible for providing formative guidance and feedback to tenure track faculty en route to reappointment, tenure and promotion. However, they may assist the Department Chairperson in coordinating and verifying timely submission of all ARTP materials, and may conduct review of Lecturer reappointments, if required.