

Successful programs have variable needs and require appropriately adaptive organizational structures. To be equitable to all students, faculty, and staff, a program may be eligible for a Chairperson once the various criteria listed below are met. Depending on a program's complexity, in terms of the characterization and breadth of "considerations" specified below, said program may also be eligible for an Associate Chair or may identify other staffing needs. These decisions are being made on a program-by-program basis. After extensive discussions with College Deans and faculty representatives, program review may also result in exploring alternate organizational structures, including breaking into separate departments with independent chairs and/or associate chairs, as appropriate. This reporting and recommendation should be incorporated into Annual Assessment Reports and Program Review and include recommendations that highlight the uniqueness of individual programs and the specificity of their operational requirements.

An initial version of the chart provided below was published in March 2022 in the [Recommendations of the Task Force on Departments and Chairs](#) and was intended to be a tool that will be completed by a Chair after compiling information about the different facets of a department or program. This current version has been further refined since November 2022 by the Associate Chairs and Coordinators Working Group of the [Task Force on Department and Chair Implementation \(DCI\)](#). PLEASE NOTE: Much of the detailed information requested below can be provided by the Division of Strategic Analytics and Data Illumination (SADI); these specific considerations are denoted with a (1). For this reason, and to facilitate data retrieval, a number of useful links are included at the bottom of the table. This information may then be conveyed to and discussed with the appropriate Dean, so that needs can be identified. Ultimately, a completed Considerations document would be delivered to the Provost as supporting material for any departmental recommendations. In other words, a completed Considerations document should convey how "complex" a department or program is and whether any functions would be enhanced by the addition of an Associate Chair or retention of a Coordinator.

CHAIR/ASSOCIATE CHAIR/COORDINATOR CRITERIA					
CONSIDERATIONS	Last Year (Fall Term data)	Current Year (Fall Term data)	Projection for Next Year	Rationale for Projections	Common Data Sources <i>(include relevant links to sources and dashboards, see below table)</i>
Required Accreditation					
Voluntary Accreditation					
Not Accredited					
Total # of Coordinators					
<i>Required for Accreditation</i>					
<i>Required for Other Purposes</i>					
Total # of Faculty (1)					
<i>Tenured</i>					
<i>Tenure Track</i>					
<i>Lecturer</i>					
<i>Adjunct</i>					
# Majors or Programs (1)					
# Students per Major/Program (1)					
# Minors					
# Students per Minor					
# Undergraduate Advisees/Faculty					
# Graduate Students (1)					
FTE Students (1)					
<i>Undergraduate</i>					
<i>Graduate</i>					

# Degrees and Certificates Conferred (by Fiscal Year) (1)					
<i>Certificates (differentiate by type)</i>					
<i>Undergraduate Degrees and Options (differentiate by type)</i>					
<i>Graduate Degrees (differentiate by type)</i>					
# Sections/Average # of Students Enrolled Per Section					
# Lab/Field/Experiential Learning Courses					
# Service Courses Provided to Other Colleges					
# Active Faculty Researchers (2)					
# Active Student Researchers (2)					
Active Grants					
<i>Internal Funding (e.g. RTR, SpF, UFRI, FSG)</i>					
<i>External Funding (include sources, if possible)</i>					
Coordination of Academic Programs at Additional Locations					
<i>Union</i>					
<i>Online</i>					
<i>Ocean</i>					
<i>Egypt (KO agreement)</i>					
<i>WKU</i>					
<i>Other (e.g. partner universities, school districts, organizations)</i>					
Field/Internship Management Responsibilities (i.e. field placement site acquisition, connections, placements)					
Management of External, Outreach and Community Activities (e.g. theatre productions, concert series, fine arts exhibitions, speaker series)					
Space Utilization Coordination (i.e. specialized classrooms)					
Laboratory Oversight (i.e. maintenance and updating of equipment; purchasing disposables; calibration)					
Any Additional Unique Needs of the Department or Program					

Links to Common Data Sources:

- [\(1\) Kean Strategic Analytics and Data Illumination \(SADI\) Data Hub](#)
- [Kean Office of Institutional Research](#)
- [Kean Office of Accreditation and Assessment](#)

Selected SADI Dashboards by Theme:

- [Fall 2022 Student Enrollment](#)
- [Five Fall Term Student Enrollment Trends](#)
- [Fall 2022 Instructor Statistics](#)
- [Five Fall Instructor Trends](#)

Additional Footnotes:

(2) Please complete these cells in terms that are most appropriate for your existing departmental activities and describe them in sufficient detail. For example: numbers of faculty supervising student projects, mentoring student researchers, attending conferences in their discipline or having scholarly publications in the indicated time frame; numbers of students engaged in Independent Studies, participating in Research Days or enrolled in research-specific courses.