

## DUTIES OF THE ASSOCIATE HEAD

Created: November, 2006

Last Edited: May, 2015

The Associate Head is appointed by the Head. The Associate Head is the first line of contact with faculty and support staff regarding all of the items outlined below. The Associate Head sits as a member of the Departmental Executive Committee (DEC). Issues of significant importance are discussed with the DEC and executed according to those decisions. The Associate Head will lead specific special projects on an ad hoc basis, as required. In addition, the associate head is responsible for the following specific duties:

### Specific Duties:

1. Serve as the representative of the Head and Department, if the Head is unavailable or designates the Associate Head to take his/ her place.
2. Responsibilities regarding Space
  - Maintain detailed working knowledge of current space/resource arrangements for the Department, including current plans for buildings in which Psychology has space
  - Determine the most effective steps to be taken in the event of significant change, discuss these with the Head, and implement as determined by Head
  - Prepare and amend policy drafts as needed
  - Take an active role in the design of renovations and newly acquired space
  - Solicit the needs of faculty and support staff
  - Have regular meetings with the Head and DEC regarding space developments
  - Make presentations at faculty meetings as needed, emphasizing current and anticipated space needs of the Department
  - Serve as external Departmental representative for space and resource issues and as liaison with Campus Planning and Facilities Management Offices
  - Develop final plans and pass on to Support Staff for execution
3. Yearly budget priorities:
  - Solicit budget requests with sufficient lead-time to permit proper processing
  - Discuss with Head to establish priorities
4. Department Web Site Design and Management
  - Chair the Department Web Committee (membership determined by the Associate Head)
  - Serve as external Department representative for web site issues
  - Solicit needs of faculty and staff
  - Translate these into action plans, consistent with policies of Arts IT and University Relations
  - Discuss with Head and revise where warranted
  - Submit such plans to DEC for discussion and amendment
  - Develop final plans and pass on to Support Staff for execution