iSchool Program Chair Responsibilities

Intellectual Leadership
-Strategic planning
-Curricular reform
-Setting priorities for program development
-Establishing and assuring program standards
-Represent program on strategic issues and interests of your designated program as a voting member of SIS Council

Spokesperson and Advocate
-Provide leadership and serve as the program liaison with important external constituents

Management
-Effective utilization of program budget resources (work with Sandy Brandon)
-Supervise the administrative elements of the academic program, including:
    -admissions
    -advising
    -certification of students' completion of work for graduation
-Coordinate the development of multiyear course schedules for your program (work with Brandi Belleau)
-Resolve resource allocation issues each new semester
    -classroom requirements
    -adjunct selection
    -sabbatical requests
    -course buyouts
    -visiting scholar invitations (due to limited office space)
-Work with Dean's office in anticipation of impending issues and help resolve them expeditiously