

## **POSITION DESCRIPTIONS DEPARTMENT HEAD**

### **A. Nature and Purpose**

The department head serves as a member of the Division of Agriculture and college administrative team and is a faculty member of the Bumpers College of Agricultural, Food and Life Sciences and the Division of Agriculture, University of Arkansas, and may hold a concurrent appointment with the United States Department of Agriculture. The department head provides administrative leadership for all aspects of the department as defined in the letter of offer

### **B. Major Duties and Responsibilities**

- Provides Leadership for all aspects of the academic program. Should have an in-depth knowledge of the curriculum in the department as well as familiarity with the programs in associated departments and units and the graduate school. Should be actively engaged in student recruitment and retention and provide administrative leadership to student advising.
- Actively supports student and outreach activities housed within the department, such as clubs and 4-H.
- Has a broad appreciation and understanding of research in the department. Should have an appreciation for research trends and funding opportunities in the discipline and be able to counsel faculty on research direction.
- Develops and maintains knowledge of the Extension program planning process and gives leadership to faculty in carrying out program planning.
- Has primary responsibility for budget development and sound fiscal management of funds apportioned to the department. Is accountable for management of funds and property within the department.
- Recruits and recommends for employment personnel for faculty and staff positions within the department. Is responsible for appropriate faculty and staff development.
- Conducts an annual performance evaluation of directly supervised faculty and staff.
- Jointly participates with Research and Extension Center directors and/or department heads on evaluations of joint appointees.
- Recommends appropriate personnel actions relating to faculty and support staff within the department. Is familiar with University and Division policy related to personnel matters. Approves requests for leave, travel and other administrative items as appropriate.
- Responsible for compliance with civil rights regulations in programs and employment. Develops and maintains, as necessary, employment records and disciplinary documentation for civil rights verification.
- Responsible for timely preparation and submission of required reports.
- Responsible for short term and long term program planning for the department. Develops strategic plans in concert with other college or Division planning activities.
- Has a good understanding of University and Division policy and is able to interpret and enforce policy with faculty and staff as needed.

- Develops and maintains liaisons with alumni groups, advisory boards and stakeholder groups as appropriate.

**C. Relationships**

- Works under direct supervision of the Associate Vice President – Extension and the Associate Vice president – Research and Dean as defined in the letter of offer.
- Establishes and maintains effective working relationships with superiors, associates, subordinates, and clientele as appropriate.

**D. Qualifications**

**Educations and Experience**

- Doctorate required in the appropriate subject matter.

**Knowledge, Skills, and Abilities**

- Knowledge of trends and funding opportunities in the discipline related to Research and Extension programs.
- Knowledge of the history, philosophy, objectives and methods of land grant university mission work.
- Knowledge of organizational structure, budgeting procedures, personnel management, and administrative policies.
- Knowledge of and ability to apply principles of management.
- Ability to speak and write clearly and communicate ideas effectively.
- Physical and mental ability to perform duties and job responsibilities effectively.

APPROVAL:

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Milo J. Shult  
Vice President for Agriculture

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Date

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Gregory J. Weidemann  
Dean and Associate Vice President  
for Agriculture - Research

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Date

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Ivory W. Lyles  
Associate Vice President  
for Agriculture - Extension

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Date