


Memorandum

To: Faculty Senate
Seton Hall University

From: Karen E. Boroff, Ph.D. 
Interim Provost and Executive Vice President

Re: *Faculty Guide* 10.3.b.18
2018-FS-07

Date: June 21, 2018

The Office of the Provost is in receipt of the Faculty Senate's approval of a revision to Article 10.3.b.18 of the *Faculty Guide*. This revision was passed at the April 6, 2018 meeting of the Faculty Senate.

Currently, Article 10.3 in the *Faculty Guide* directs program chairs/coordinators within a department to accomplish certain activities (10.3.b.1, 10.3.b.11, and 10.3.b.17) in lieu of the chairperson. The *Faculty Guide* is silent on interdisciplinary programs and the coordination with chairs from relevant departments.

The proposed change reads, "In departments composed of multiple programs with directors/coordinators, the chair may be assisted by the program director/coordinator with the duties specified in Articles 7.6 (release time), 10.3.b.1 (assigning faculty schedules), 10.3.b.11 (preparing an agenda for department meetings), and 10.3.b.17 (preparing materials for catalogues and other publications). In interdisciplinary programs, drawing faculty from multiple departments, program directors will coordinate with chairs from the relevant department in the above-mentioned duties."

This proposed language clarifies the need for program directors/coordinators to work effectively with chairs in performing essential duties. Even so, ultimately, 10.3.a assigns the responsibility for the direction of all personnel to the chairperson, who has the organizational responsibility to make recommendations to the dean.

With the obligation of 10.3.a in mind, then, I agree to this revision.