

Confirmation of Review of the Roles and Responsibilities of Department Chairperson

The following is to be completed following the election of a faculty member to the role of Department Chairperson and on the recommendation from the Dean of the College to the Provost and Senior Vice President.

By the Dean

I have reviewed and discussed the provisions of the document "Roles and Responsibilities of Department Chairpersons" with Professor _____ of the Department of _____, on _____, 20____, and recommend his/her appointment as Department Chairperson for the term _____ to _____.

(Dean's Signature)

(College)

By the Recommended Faculty Member

I have read, understood and accept the roles and responsibilities of the Department Chairperson as expressed in the document "Roles and Responsibilities of Department Chairpersons," at William Paterson University.

(Faculty Member's Signature)

(Department)

(Date)

It is the Dean's responsibility to transmit signed copies to the recommended faculty member, the Office of the College Dean and the Office of the Provost and Senior Vice President.