ACADEMIC DEPARTMENT MANAGER

I.   DEFINITIONS

ACADEMIC DEPARTMENT MANAGER

Positions allocated to this title are considered the business managers for their respective departments/centers and have the authority to independently commit resources, function as a member of the strategic planning team, manage the fiscal activities of the unit, attend key departmental/university meetings on behalf of the chair, oversee facility improvement projects, and perform miscellaneous activities related to the management of the center/department. The Department Chair or Center Director delegates the management of all administrative activities to this position. The responsibilities of these positions have similarities to the Academic Department Supervisor title (e.g., budget coordination, personnel management, supervising support staff, managing grant activities, etc.), but the positions function in a more complex environment as defined by funding intricacies and complement of staff which causes the management of the department/center's administrative operations to be more complex.

The department or center the position is performing the above duties and would need to have the following attributes:

➢ Budget size* - $4 million (Based on current UW Expenditure Report) derived from multiple funding sources (e.g., 101,133).

➢ Staff size* (academic, classified, faculty) is greater than 50 fte.

 - Above figures are meant to be guidelines – (e.g., budget of $3,993,000 would satisfy budget requirement).

Positions allocated to this title serve as the liaison for the Department Chairperson/Center Director between faculty, academic staff and students; maintain communication links between these parties; coordinate the faculty and executive committee voting process; serve on department administrative teams and department committees to improve department processes; interpret federal, state and university policies and procedures; review draft documents and policy papers; coordinate and assist in the faculty and academic staff hiring processes, including recruitments, promotions, merit pay process, graduate student hiring and pay determinations, teaching assistant budget letters, teaching assistant assignments and training, and probationary/post tenure reviews of faculty.

II.   QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

II.   RELATED TITLES

Academic Department Supervisor
Program Assistant Supervisor