

Expectations for College of Agriculture and Life Sciences Department Heads

Texas A&M University

3 March 2014

1. Provide effective state-wide disciplinary leadership for the teaching, research, and extension missions of the College of Agriculture and Life Sciences (college), Texas A&M AgriLife Research (research), and the Texas A&M AgriLife Extension Service (extension).
 - a. Hire and provide direct supervision and evaluation of departmental faculty ad-loc'd to the college and extension.
 - b. Provide disciplinary input to hiring and annual evaluation of A&M AgriLife Research faculty located at Research and Extension Centers.
 - c. Manage all budgets (college, research, and extension) assigned to the department.
 - d. Perform annual evaluations of departmental faculty and staff in a manner that encourages high levels of performance.
2. Provide state, national, and international leadership for disciplines associated with your department.
 - a. Provide leadership to appropriate state, national, and international professional societies.
 - b. As appropriate, engage the national leadership of federal agencies, private organizations, and others that fund faculty in relevant disciplines. Note this may involve occasional trips to Washington D.C. and/or communication with leadership of federal agencies and/or private organizations. For federal visits, coordination with our federal relations office is essential.
3. Devote adequate time to development and fund raising efforts.
 - a. Establish a departmental development and advisory committee or other appropriate body(ies) to aide in establishing and reaching fund raising objectives.
4. Develop and annually report on prioritized goals and objectives, as outlined in a departmental strategic plan that is complementary to agency, college, and/or university strategic plans.
5. Effectively communicate with faculty, staff, students, and stakeholders the scope and impact of departmental, college, and agency programs.
6. Be transparent in organization and management of departmental budgets, personnel and programs.
7. Strive toward achieving diversity and non-discrimination within the department and its programs (e.g. racial, gender, religious, etc.).
8. Demonstrate familiarity with and adhere to applicable college, agency, university, and system rules, procedures, policies and regulations.
9. Create and reward a professional climate of creativity, collegiality, and innovation.
10. Make formal teaching, research, extension, and service appointments of faculty, and effectively communicate these appointments to faculty.
11. Allocate space and facilities assigned to department
12. Establish and promote appropriate safety policies and practices.
13. Mentor faculty and make faculty promotion recommendations to the Dean and agency directors, as appropriate.
14. Understand and reflect you are a member of the college/university and agencies administrative team.