

UNIVERSITY OF PITTSBURGH POLICY 01-03-08

CATEGORY: ADMINISTRATION
SECTION: University Governance
SUBJECT: School and Regional Campus Governance
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I. SCOPE

This policy establishes the organization and administration of the schools and regional campuses within the University.

II. POLICY

The University is organized by schools/campuses and faculties, each administered by a dean/campus president.

The basic organizational unit of the school/campus is the department/division, headed by a chairman. Within their department/division, chairmen are responsible for:

- Preparing the budget
- Conducting the initial processing of faculty grievances
- Assuring faculty compliance with University policies
- Hiring, supervising, and terminating clerical and administrative staff

Chairmen may consult with other faculty in their department/division, and when possible, develop a faculty consensus when carrying out their responsibilities in:

- Allocating space, including faculty offices
- Setting guidelines for establishment of teaching loads
- Establishing class sizes
- Assigning and scheduling of courses
- Assigning overload and summer teaching
- Hiring, supervising, and terminating part-time non-tenure stream faculty
- Setting priorities for non-personnel expenditures

Chairmen preside over faculty deliberations leading to the development of a faculty position on matters of academic programs, curriculum, requirements for majors, course content, graduate and professional admissions, and departmental/divisional planning and development.

- The chairmen present faculty recommendations to the dean/campus president.

Department/division chairmen regularly evaluate faculty and make recommendations to the dean/campus president on faculty salary increments.

- Within guidelines and subject to prior budgetary constraints determined by the senior administration and the dean/campus president.

Chairmen also make recommendations, within University guidelines and policies, on requests by individual faculty members for sabbatical leaves and leaves of absence.