

**From:** Wood, Gregory <gregory.wood@csuci.edu>  
**Subject:** Fw: One more ITRQ  
**Date:** November 7, 2019 at 4:00 PM  
**To:** Intent to Raise Questions ITRQ@csuci.edu



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**From:** Say, Elizabeth <elizabeth.say@csuci.edu>  
**Sent:** Thursday, November 7, 2019 12:30 PM  
**To:** Wood, Gregory <gregory.wood@csuci.edu>  
**Subject:** RE: One more ITRQ

See answers below in red

Elizabeth A. Say, Ph.D.  
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**CHANNEL YOUR POTENTIAL**

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**From:** Wood, Gregory  
**Sent:** Thursday, November 7, 2019 8:32 AM  
**To:** Say, Elizabeth <elizabeth.say@csuci.edu>  
**Subject:** One more ITRQ

I think this is a good one, and something action is being taken on:

**Question #2, for/about the roles and duties of Chairs**

- What are the roles and duties of Chairs? **Much of this information can be found in the Chair's Handbook, dated May 2006. That being said, we are aware that this handbook is out of date and the Provost is in the process of convening a task force to review/revise this document**
- How can we talk about shared governance on campus in relation to faculty and administration before we come to a common understanding and/or practices within our own departments? **Point well taken. To this end, some of the chairs have suggested the development of a "Council of Chairs" and the Provost has encouraged the to do so.**
- Is there a time limit to a chair position? And if not, should there be? **Not currently, though this is something that could be taken up in the revision of the Handbook**
- In relation to the roles and duties of Chairs, can we mandate regular department and program meetings that include all (at least) tenure track faculty? **This is a sound recommendation**
- In the spirit of transparency and democracy, can we limit departmental decision

- In the spirit of transparency and democracy, can we limit departmental decision making to be vote based? **This is up to the faculty**

Additionally, the Provost's office & Faculty Affairs have scheduled a series of monthly Chair Leadership workshops (the next of which is November 15<sup>th</sup>) in the FIIT Studio. These are open to current chairs and those considering the wisdom of becoming a chair. The topics were derived from questions/concerns raised by chairs. The presentations are being recorded and will be available through the Faculty Affairs website. We are also developing a "Chairs Resources" site that will also be linked to Faculty Affairs.

Thank you!

***Theresa Avila, Ph.D.***

Thanks,

Greg