

Oklahoma State University – Department of Music  
Associate Department Head  
Description of Duties  
Updated January 2018

The primary duties of the Associate Department Head are to assist the Department Head in the day-to-day management of the Department and serve as the “deputy” Department Head when she/he is traveling or is otherwise unavailable.

The Associate Department Head is expected to:

- Meet regularly with Dept. Head
- Attend college/university or other meetings in place of Dept. Head when necessary.
- Assist with coordination of the RPT process.
- Assist with updating faculty handbook on website
- Assist with administrative aspects of the hiring process
- Assist as a liaison with the Friends of Music Board and collecting student and faculty grant proposals.
- Assist with matters related to NASM.
- Assist in annual program review and departmental report for Dean’s office (currently the “4 Questions”) and the annual 5-year program review as necessary.
- Assist with determining annual Department awards
- Other duties/responsibilities as needed/assigned.

The Associate Department Head does not participate in the following:

- Writing of A&Ds or other evaluations of faculty members.
- Ranking of faculty for travel or research awards.
- Budgets and other financial matters.
- Determining raises for faculty and staff.
- Annual staff assessment/review.
- Salary or job negotiations with new or continuing faculty and staff.

As compensation for her/his service, the Associate Department Head receives a 1-course teaching reduction (approx. 25 FTE) and one month of summer salary per year of service. The Associate Department Head remains a fully participating faculty member and is expected to serve on Departmental committees, including the RPT Committee.

The Associate Department Head is appointed by the Department Head and is expected to serve a 3-year term at the discretion of the Department Head. Repeating terms may be consecutive. As terms come to an end, the Department Head will solicit letters of interest for the position as it is expected to rotate among the tenured faculty. The position of Associate Department Head is not a required Departmental position. Filling this position is at the discretion of the Department Head, desire on the part of the serving faculty and contingent on the ability of the Department to cover any displaced load.