

Responsibilities of College Administrators

Applies to all 12-month college administrators (EHRA SAAO and non-faculty) with retreat rights who report to the dean (deans, department heads).

Per [Statements of Faculty Responsibilities \(SFR\) Regulation 05.02.27 FAQs](#), EHRA SAOO and EHRA non-faculty are not required to have a SFR:

“An individual whose primary appointment is EHRA Non-Faculty / SAAO I / SAAO II or Department Head – even with a secondary tenured faculty appointment – does not need a SFR. However, some department heads with teaching loads, etc. do choose to generate a SFR. And, in the specific case of a department head at the Associate Professor rank who is up for promotion to full professor, the SFR is required for the dossier.”

Additionally, letters of appointment to these positions do not dictate any required faculty responsibilities. Therefore, it is not required for leaders in these positions to engage in faculty activities that are typical of a tenure track/tenured faculty member, given their responsibilities as a college administrator are primary.

The college encourages administrators to maintain awareness of contemporary trends in their disciplinary field, as well as engagement with that field as appropriate given their leadership role. This could involve a number of activities, including (but not limited to): participating in disciplinary conferences, serving as a reviewer for manuscripts or promotion cases, serving on editorial boards or in leadership roles with disciplinary publications, maintaining an active research agenda, participating on grants, and engaging in teaching and mentoring activities with students.

Although not required of leadership positions in the college, administrators may choose to teach in their home department, mentor students, and engage in scholarly and professional activities as long as those activities do not interfere with administrative duties. The leader should determine the appropriate level of engagement in these activities, given the leadership responsibilities.