

DEPARTMENT CHAIR HANDBOOK 2025-26

Introduction

The Department Chair Handbook contains information related to some of the common tasks required of Department Chairs, including a general timeline for key events in the year, schedules for faculty reviews, hiring procedures, guidelines for departmental reviews, and a guide to reviewing student progress towards graduation. This handbook does not attempt to capture all details of the important leadership role played by Department Chairs; rather, it serves as a resource to assist planning and departmental administration.

Department Chairs work closely with their Division Chairs and the Dean's Office in advancing the College and maintaining its health. The counsel provided by fellow Department Chairs at the monthly gathering of chairs also is important to the well-being and governance of the College.

This handbook does not codify the central rules and policies which govern the operation of the College. Such policies and rules are located in the Faculty Handbook and Wabash College Employment Guide.

The Dean of the College's Office maintains this handbook as an aid to Department Chairs. Questions regarding the procedures found in this Handbook, or suggestions about its contents, may be directed to the Dean of the College's Office.