

Introduction from the Provost

As the academic leaders of your departments, you occupy a pivotal role in shaping the intellectual and operational life of Arkansas State University. The responsibilities entrusted to you are wide-ranging and consequential. You serve as stewards of your disciplines, advocates for your faculty and students, and partners in advancing the mission and vision of our institution.

To support you in this important work, we have compiled this Department Chair Resource Guide. Within these pages you will find policies, procedures, and guidance to assist you in navigating the complexities of departmental leadership. This printed edition reflects the most current information available as of **August 21, 2025**, and it is intended as a ready reference, a tool you can keep within reach as you make decisions, manage resources, and address the daily demands of your role.

This guide draws from the Faculty Handbook, Student Handbook, and other institutional resources, calling your attention to the sections most relevant to the work of a department chair. However, you are encouraged to familiarize yourself with these documents in their entirety. A comprehensive understanding of university policy strengthens your ability to lead effectively, ensures consistent application of standards, and safeguards the integrity of our academic mission.

The most current and authoritative versions of these policies and procedures will always reside in their official source documents. The electronic version of this resource guide, located at [Department Chair Resource Guide on the A-State Knowledge Base | A-State Knowledge Base](#), provides direct links to those sources, ensuring that you can access up-to-date information quickly. The print version is provided for your convenience, but it should always be cross-referenced with the official online policies to confirm accuracy and currency.

By combining a tangible reference you can hold in your hands with a living digital document that remains connected to the authoritative sources, we aim to provide you with both stability and adaptability, the very qualities that effective leadership demands.

I thank you for your service, your commitment to excellence, and your dedication to the faculty, staff, and students who depend upon your leadership. Together, we will ensure that Arkansas State continues to educate, inspire, and lead.

Calvin White, Jr.

Provost and Executive Vice Chancellor
Arkansas State University

Revision #3

Created 2025-08-14 14:52:08 UTC by Ayush Dahal

Updated 2025-10-30 14:35:29 UTC by Ayush Dahal