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ABSTRACT

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Developing Administrative and Leadership Roles of An_Najah National University Academic Heads of Departments

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This theoretical article deals with the administrative and leadership roles of An-Najah National University academic heads of departments. These two roles differ according to many factors such as the number of faculty members in the department, the variety of academic programs offered by the department, the number of students taking these programs, the types of activities and committees the head of the department chaired with others, the number of labs., exhibitions, equipments that belong to the department, and the type of services offered by the department faculty members to the local community.

After reviewing the educational literature related to the university heads of departments roles, and in the light of the writer's long experience that exceeds 3/ twelve years of being a head of different academic departments at many Arab universities, nine suggestions had been offered in order to develop roles of the university academic heads of departments. These are as follows:

- 1. Taking into consideration many scientific, professional and ethical principles.**
- 2. Taking care of department and college interests.**
- 3. Taking into consideration the faculty members point of views.**
- 4. Dealing successfully with different kinds of problems.**
- 5. Having the needed equipments, tools, instruments and resources for the teaching and learning process.**
- 6. Having many desired personal characteristics.**

- 7. Taking care of faculty members' social occasions.**
- 8. Participating in different committees at the department, college, university and local community levels.**
- 9. Having high planning and organizational skills.**

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(Tucker,1992)

(Seagren et. al,1993)

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(Al-Karni,1995)

(Oregon University,2002)

(Adelaide Univeristy,2002)

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(Al-Karni,1995)

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