

Title:	College-Wide Department Chair
Reports to:	Dean of Academic Division
Duties and Responsibilities:	<p>To facilitate and develop quality improvement plans and strategies for program effectiveness, the Department/Program Chair works with the Dean of the Academic Division in the college-wide coordination and oversight of an academic area(s)/program(s). The Chair is responsible for leading the department, supporting faculty and students, and managing the day-to-day operations of the department(s).</p> <p>The position of department/program chair is a leadership role which is responsible for the following duties.</p> <p>Departmental</p> <ul style="list-style-type: none"> • Schedules and manages full-time and adjunct teaching assignments, course enrollment numbers, and classroom assignments in Banner, in consultation with the Dean • Holds a minimum of 24 office hours the week before faculty arrive for the semester, and the week of graduation • Schedules and presides over regular department meetings and provides Dean with updates. • Coordinates class coverage when a faculty member is absent • Develops advising and registration schedules for department, division, and college-wide enrollment events and faculty student support programs. • Plans, directs, recommends and approves the implementation and use of classroom and online technology • Assists the Dean with ensuring all faculty submit grades by published deadlines • Transmits, after consultation with the Dean, important curriculum proposals/changes and administrative decisions to faculty • Assists the Dean in determining departmental needs, including but not limited to the analysis and assessment of laboratory and course fees, and other budget related items as applicable • Works with faculty to identify equipment and supply needs, and monitors inventory control as applicable. • Coordinates requests for STEP funds within the department, as applicable • Coordinates development and administration of placement exams and departmental final exams where applicable • Initiates and maintains relations with counterparts at local colleges and universities • Processes class cancellation paperwork and communicates class cancellations and classroom changes to students and faculty • Coordinates textbook orders • Promotion and marketing of programs • Performs other duties related to the department as assigned by the Dean <p>Curriculum</p> <ul style="list-style-type: none"> • Establishes, in concert with the Dean and faculty, department plans for curriculum and course development and implementation, including but not limited to course revisions and deletions, course offering rotation plans, new curriculum and course development, program review and accreditation, Advisory Committees/Boards, and master syllabi review, revision, and distribution to faculty

	<ul style="list-style-type: none"> • Assists faculty with program reviews/accreditation reports • Reviews faculty course syllabi, in collaboration with the Dean, to ensure adherence to master syllabi and compliance with college policy <p>Faculty</p> <ul style="list-style-type: none"> • Assists the Dean with recruitment and hiring of adjunct and full-time faculty • Assists with orientation (HR, course leads, Dean should all be participating in the orientation) • Coordinates the submission of faculty hiring paperwork. • Supervises, observes and evaluates adjunct faculty in conjunction with the Dean • Ensures faculty submission of beginning-of-semester and end-of-semester documents • Assists faculty with goals for preliminary evaluation to submit to the Dean for final approval • Provides input to the Dean for faculty evaluations • Assists the Dean with faculty improvement plans <p>Student</p> <ul style="list-style-type: none"> • Coordinates registration and advising assistance to students • Coordinates prerequisite verification and provides registration overrides • Coordinates completion of student forms (change of student record, grade change, etc.) • Meets with students to address academic and classroom problems in accordance with the Student Academic Complaint Procedure • Maintains documentation of student problems and complaints <p>College</p> <ul style="list-style-type: none"> • Determines course transfer equivalencies for transcript evaluation and course articulations • Coordinates in the development and completion of program and annual unit assessments • Coordinates the collection and analysis of department data • Liaises with Testing Center, the Advising Center, Registrar's Office, and other college units • Attends relevant division, campus, and college meetings.
<p>Qualifications, Experience and appointment</p>	<p>The Chair is appointed by the Dean on an annual basis and holds faculty appointment; meets minimum professional and educational requirements for the teaching discipline (or of one of the teaching disciplines in a supervised department); has expertise in a supervised department, and as applicable, maintains current program-related certification/licensure.</p>

Review and Approval:

Academic Affairs Council Review 6/9/2021

Vice Chancellor for Academic and Student Affairs Procedural Update Approval 6/9/2021

Cancellation:

Assistant Department Chair Job Description Procedural Update 9/11/2015