



## Job Description

<b>Title:</b>	<b>Department Chair</b>
<b>Reports to:</b>	Dean of Department
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Assists Dean in establishing department plans for the following:             <ol style="list-style-type: none"> <li>a. Curriculum Development</li> <li>b. Course rotation plans</li> <li>c. Course development, revision, and deletion</li> <li>d. Advisory Committees</li> <li>e. Program review and accreditation</li> </ol> </li> <li>2. Attends relevant division, campus, and college meetings.</li> <li>3. Conducts departmental meetings on a regular basis.</li> <li>4. Assumes responsibility for ordering equipment and supplies and monitoring inventory control.</li> <li>5. Coordinates requests for STEP funds within the department.</li> <li>6. Assists the Dean in development of the departmental budget.</li> <li>7. Provides orientation to new departmental faculty.</li> <li>8. Assists the Dean in faculty classroom and performance evaluation to include recommending disciplinary action.</li> <li>9. Transmits, after consultation with the Dean, important curriculum proposals and changes and administrative decisions to faculty.</li> <li>10. Recommends teaching assignments.</li> <li>11. Coordinates the recruitment and hiring of adjunct and full time faculty.</li> <li>12. Coordinates class coverage when a faculty member is absent.</li> <li>13. Coordinates textbook orders.</li> <li>14. Assists the Dean in developing advising and registration schedules.</li> <li>15. Assists the Dean in determining transfer equivalencies for transcript evaluation and course articulations.</li> <li>16. Recommends development and action plans for departmental faculty.</li> <li>17. Reviews course syllabi to insure compliance with master syllabi and college policy.</li> <li>18. Review and updates the master syllabi as directed by the Dean and facilitates distribution to the faculty.</li> <li>19. Coordinated development and administration of departmental final exams where applicable.</li> </ol>

	<ul style="list-style-type: none"> <li>20. Initiates and maintains relations with counterparts at local colleges and universities.</li> <li>21. Initiates and maintains relations with colleagues at other campuses and learning sites.</li> <li>22. Assists in the development and completion of program assessments.</li> <li>23. Performs special duties related to the department as assigned by the Dean.</li> <li>24. Assists department faculty in learning about and adopting learning centered theories and strategies in classes/courses/department.</li> <li>25. Assists in the collection and analyses of department data for SACS.</li> <li>26. Represents the division/college in the community.</li> </ul>
<p><b>Qualifications and Experience:</b></p>	

*Approved:*

*Deans' Council Meeting at Annual Chancellor's Leadership Retreat, August 6, 2004*