



Job Description

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

	<p>19. Coordinated development and administration of departmental final exams where applicable.</p> <p>20. Initiates and maintains relations with counterparts at local colleges and universities.</p> <p>21. Initiates and maintains relations with colleagues at other campuses and learning sites.</p> <p>22. Assists in the development and completion of program assessments.</p> <p>23. Performs special duties related to the department as assigned by the Dean.</p> <p>24. Assists department faculty in learning about and adopting learning centered theories and strategies in classes/courses/department.</p> <p>25. Assists in the collection and analyses of department data for SACS.</p> <p>26. Represents the division/college in the community.</p>
<p>Qualifications and Experience:</p>	<p>Holds faculty appointment; meets minimum professional and educational requirements for the teaching discipline; has expertise in the discipline associated with the program of study; and maintains current respective certification/licensure for the program, as applicable.</p>

Approved:

*Procedural Update - Vice Chancellor for Academic Affairs Approval 9/11/15
Deans' Council Meeting at Annual Chancellor's Leadership Retreat 8/6/04*