

<b>Title:</b>	Assistant Department Chair
<b>Reports to:</b>	Dean of Academic Division and/or College-Wide Department Chair
<b>Duties and Responsibilities:</b>	<p>To facilitate and maintain program effectiveness and academic integrity, the Assistant Department Chair works with the Department Chair and Dean of the Academic Division in the college-wide or site coordination and oversight of academic area(s).</p> <p>The Assistant Department chair performs the following duties, as recommended/directed by the Division Dean and Department Chair</p> <p><b>Departmental</b></p> <ul style="list-style-type: none"> <li>• Functions as Division point person on satellite sites, as applicable, including, but not limited to assisting students to resolve issues with registration, academic paperwork, and classroom issues</li> <li>• Assists with scheduling and managing full-time and adjunct teaching assignments, course enrollment numbers, and classroom assignments in Banner, in consultation with the Dean and/or Department Chair</li> <li>• Holds a minimum of 24 office hours the week before faculty arrive for the semester, and the week of graduation</li> <li>• Assists in developing advising and registration schedules for department, division, and college-wide enrollment events and faculty student support programs</li> <li>• Assists in planning, directing, and recommending the implementation and use of classroom and online technology</li> <li>• Assists in ensuring that faculty submit grades by published deadlines</li> <li>• Assists with coordinating requests for STEP funds within the department, as applicable</li> <li>• Assists in development and administration of placement exams and departmental final exams where applicable</li> <li>• Assists in ordering textbooks</li> <li>• Assists with processing class cancellation paperwork and communicating class cancellations or classroom changes to students and faculty</li> <li>• Performs other duties related to the department as assigned by the Chair or Dean</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Participates in Program review and accreditation, Advisory Committees/Boards, and master syllabi review, revision, and distribution to faculty.</li> <li>• Assists in the review of faculty course syllabi to ensure adherence to master syllabi and compliance with college policy</li> </ul>

	<p><b>Faculty</b></p> <ul style="list-style-type: none"> <li>• Assists in the recruiting and hires of adjunct and full-time faculty</li> <li>• Assists in new faculty orientation</li> <li>• Assists in ensuring completion of all paperwork required for new faculty onboarding</li> <li>• Assists in the observation and evaluation of adjunct faculty</li> <li>• Assists in ensuring faculty submission of beginning-of-semester and end-of-semester course documents</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>• Provides registration and advising assistance to students</li> <li>• Assists in the coordination of prerequisite verification and provides registration overrides</li> <li>• Assists in completion of student forms (change of student record, grade change, etc.)</li> </ul> <p><b>College</b></p> <ul style="list-style-type: none"> <li>• Assists in determining course transfer equivalencies for transcript evaluation and course articulations as applicable</li> <li>• Participates in the development and completion of program and annual unit assessments</li> <li>• Assists in the collection and analysis of department data</li> <li>• Liaises with Testing Center, the Advising Center, Registrar’s Office, and other college units</li> <li>• Attends relevant division, campus, and college meetings</li> </ul>
<p><b>Qualifications, Experience and appointment</b></p>	<p>The Assistant Department, or site 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 discipline of a supervised department and, as applicable, maintains current program-related certification/licensure.</p>

*Review:*  
Academic Affairs Council 6/9/2021

*Approval:*  
Vice Chancellor for Academic and Student Affairs 6/9/2021