

DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT / ACADEMIC CHAIR

The Department/Academic Chair has administrative duties that support the Dean and the departments. In consultation with the Dean, the Department/Academic Chair's duties and responsibilities may include some or all of the following as listed below:

I. INSTRUCTION AND CLASSROOM MANAGEMENT

1. Drafts a schedule of classes for each semester and summer for the Dean's approval.
2. Recommends staffing for all class sections in the department to the Dean.
3. Monitors class enrollments and makes recommendations for closing or opening class sections.
4. Processes the recruitment, screening of application materials, and interviewing candidates for part-time faculty employment and recommends candidates for hire.
5. Assists the Dean in evaluating part-time faculty such as the conducting of classroom observation, making a written report, and making recommendations.
6. Takes responsibility for and works with department faculty in curriculum development and revisions.
7. Coordinates the full-time faculty hiring process.

II. FISCAL

1. Assists the Dean in the recommendation and purchasing of instructional materials, supplies, and equipment.
2. Identifies problems, and works with the Division/School Dean to initiate work orders for facilities and equipment.
3. Coordinates additional possible funding sources for program development and operation.

III. PROGRAM COORDINATION

1. Responds to suggestions, and concerns of faculty and staff.
2. Makes suggestions for the improvement of the learning environment and instructional technologies.
3. Plans and conducts department meetings.
4. Disseminates information to faculty and staff.

5. Represents department at school/division and Dean meetings.
6. Coordinates program review and student learning outcomes (SLO's) assessment.
7. Participates in identifying goals and priorities for department resources.
8. Communicates program needs, activities, and/or concerns to the Dean and others as appropriate.
9. Assists in the creation and promotion of professional development activities.

IV. STUDENT RELATIONS

1. Responds to student complaints
2. Participates in student outreach and recruitment activities.

V. ADDITIONAL DUTIES

In addition to the duties listed above, some department chairs may receive additional compensation for duties including some or all of the following as listed below:

1. Organizes and conducts program advisory meetings as appropriate.
2. Recommends and coordinates possible funds for program development.
3. Performs a variety of other duties as may be assigned by the appropriate administrator.