

## 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

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

### II. FISCAL

- A. Assists the dean in the recommendation and purchasing of instructional materials, supplies, and equipment.
- B. Identifies problems and works with the division/school dean to initiate work orders for facilities and equipment.
- C. Coordinates additional possible funding sources for program development and operation.

### III. PROGRAM COORDINATION

- A. Responds to suggestions and concerns of faculty and staff.
- B. Makes suggestions for the improvement of the learning environment and instructional technologies.
- C. Plans and conducts department meetings.

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- D. Disseminates information to faculty and staff.
- E. Represents department at school/division and dean's meetings.
- F. Coordinates program review and student learning outcomes (SLO's) assessment.
- G. Participates in identifying goals and priorities for department resources.
- H. Communicates program needs, activities, and/or concerns to the dean and others as appropriate.
- I. Assists in the creation and promotion of professional development activities.

#### IV. STUDENT RELATIONS

- A. Responds to student complaints
- B. 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:

- A. Organizes and conducts program advisory meetings as appropriate;
- B. Recommends and coordinates possible funds for program development; and
- C. Performs a variety of other duties as may be assigned by the appropriate administrator.