

Job Description for Department Chairs

Academic Strategic Planning

Demonstrates leadership in strategic planning and continuous improvement of programs

Leads and engages with external communities and professional bodies to further the strategic interests and strengths of the department

Conceptualizes and leads innovative projects focused on enhancing the academic effectiveness of the department and furthering the strategic interests of the department

Aligns the strategic interests of the department with the college and university

Administration

Prepares class schedules (semester and two-year schedules) with accuracy and submits them on time

Assigns classes/duties to maximize the capabilities of faculty members

Submits reports that are accurate, complete, and on time

Develops effective and efficient departmental office procedures

Coordinates marketing for departmental web pages, brochures and other marketing materials

Implements college and university procedures and guidelines within the department

Provides leadership in management and maintenance of all department records in accord with the university records retention policy

Personnel

Communicates effectively and works cooperatively with faculty, staff, and administration

Plans and conducts searches and interviews for full-time faculty

Recruits well-qualified faculty adjuncts and submits all hiring paperwork on time

Evaluates faculty members annually

Mentors faculty through pre-tenure, tenure, promotion, and post-tenure

Promotes collegiality within the department

Represents interests and concerns of faculty and staff and serves as an effective liaison among faculty, staff, and administration

Budgets

Provides appropriate input on next year's budget

Executes budgets within established limits

Maximizes available budget to support strategic interests of the department

Student-Related Activities

Participates in recruiting activities for the department

Develops effective departmental student advising system

Handles student complaints and faculty-student concerns with good judgment and in accord with federal, state, and university policies

Addresses student concerns including course substitutions, independent studies, transfer course requests, grade change approvals, etc.

Fosters faculty-student interactions through appropriate venues such as department socials

Curriculum

Provides leadership in developing curriculum and ongoing review of curriculum and program requirements (i.e., program entrance requirements, alignment of program curriculum to standards, etc.)

Assumes responsibility for writing and revising the departmental sections of the catalog

Submits curriculum changes to appropriate councils/curriculum review bodies accurately and on time

Assessment

Coordinates the development, administration, and scoring of comprehensive examinations, as applicable.

Provides leadership in developing assessment protocols for the department, implementing assessment plans on schedule, and submitting assessment reports on time

Provides leadership in using assessment findings to improve the programs and functions of the department