

**Department Chair  
Position Responsibilities/Selection Process**

**Department Chair—Position Responsibilities**

- Oversee class scheduling including working with the dean, advising, and others to manage scheduling challenges, low-enrolled classes, workload, etc.
- Manage departmental budgets/participate in annual budgeting process (includes professional development funds)
- Hire adjunct faculty (includes working with HR, credentialing, etc.)
- Initiate hiring of full-time faculty
- Work with marketing and communications on program marketing and recruiting.
- Assist Program Coordinators with oversight of program curriculum.
- Build/facilitate community relationships (i.e., develop and maintain internship sites)
- Work with deans/IER/Provost to facilitate program accreditation requirements (if applicable)
- Conduct/facilitate departmental assessment efforts.
- Review student retention and graduation data and work with faculty and other educational support units to work to improve retention/graduation rates, if needed
- Work with educational support units (i.e., career development, university advancement, marketing, advising, registrar, admissions, recruitment, and others) to facilitate departmental needs (i.e., substitutions, prerequisites, etc.)
- Work with the dean to evaluate annual faculty performance evaluations.
- Work with the dean to staff standing and ad-hoc department/college committees.
- Address student concerns and be point of contact for students.
- Coordinate faculty advising for the department.
- Update/maintain the department's web presence.
- Develop/oversee centers and other departmental initiatives (if applicable)
- Coordinate department programming/events including clubs, recognition events, other student group activities.
- Oversee/manage student workers. GTAs, RAs
- Build relationships with other academic partners to create 2+2s, 3+1s, and other transfer pathway opportunities.
- Respond to departmental concerns/issues as they arise.

**Department Chair Selection Process**

- Department Chairs are elected by faculty to serve three-year terms (multiple terms possible).
- To facilitate the process, Dean's will solicit letters of interest from faculty interested in serving as department chair by November 1<sup>st</sup> prior to the academic year in which they will serve. Calls for letters of interest will be solicited each year a department chair position becomes available. Existing chairs who may wish to serve additional terms are required to reapply.
- Deans will advise departments seeking chairs as to who has expressed interest in serving as chair. Faculty will be asked to vote for department chair candidates anonymously through Qualtrics.

- Deans will tally votes and will announce Department Chair appointments by December 10<sup>th</sup> prior to the academic year in which the chair will serve (this allows ample time to make any changes to the Fall schedule—if necessary).
- In the event of a tie or should no one step up to apply for a vacant chair position, the Dean will work with faculty in the effected department to determine who will serve as chair. Department Chairs who serve on an interim basis will serve only one year as chair.
- Should a chair vacate their position mid-year or prior to the end of their official term, a special election will be held within one month of notification to the Dean that the chair no longer wishes to serve following the process outlined in this document.
- In instances where accrediting bodies place specific requirements/qualifications on chairs, those criteria will be used as guiding principles for applying for a Department Chair position in a department with an accredited program.
- Chair applications for one-third of departments will be accepted so that staggered three-year terms are possible.

### **Compensation**

- Department Chairs: \$8,000 stipend/academic year and \$4,000 stipend/Summer. Beginning Spring 2024, Department Chairs will also receive a two-course release each long semester (Fall and Spring).

**Program Coordinator**  
**Definition/Position Responsibilities/Selection Process**

**SACSCoC Definition of Program Coordinator**

***From Section 6 of SACSCoC Standards—Faculty:*** Qualified, effective faculty members are essential to carrying out the mission of the institution and ensuring the quality and integrity of its academic programs. The tradition of shared governance within American higher education recognizes the importance of both faculty and administrative involvement in the approval of educational programs. Because student learning is central to the institution’s mission and educational degrees, the faculty is responsible for directing the learning enterprise, including overseeing and coordinating educational programs to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.

Achievement of the institution’s mission with respect to teaching, research, and service requires a critical mass of qualified full-time faculty to provide direction and oversight of the academic programs. Due to this significant role, it is imperative that an effective system of evaluation be in place for all faculty members that addresses the institution’s obligations to foster intellectual freedom of faculty to teach, serve, research, and publish.

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By requiring that “the institution assigns appropriate responsibility,” there is an expectation that persons responsible for overseeing the curricular content aspects of program coordination are qualified in fields appropriate to the curricular content (and degree level) of the program. The importance of ensuring the quality of educational programs is the essence of this standard. Thus, the assignment of responsibility does not necessarily imply the department chair or the dean of a division is the person with the responsibility. Consider the example in Standard 6.2.b of a technical studies division including programs in welding, automotive repair, and web design. Who is responsible for curricular coordination in welding? Who is responsible for curricular coordination in automotive repair? Who is responsible for web design? The division chair is responsible for many aspects of program management—scheduling classes, for example. But unless that chair is an extremely broadly educated and trained person, it is doubtful the chair can serve the program coordination function in its entirety. In such cases, there may be faculty (not the chair) who have such curricular responsibilities. If responsibility for coordinating curriculum development and review are assigned to persons other than faculty with qualifications in fields related to the content, the institution would need to provide appropriate documentation and explanation as to how the quality of the educational program can be maintained. The institution also should describe program coordination for interdisciplinary programs, specifically related to curriculum development and review by representative faculty with appropriate expertise.

### **Program Coordinator—Job Responsibilities**

Program Coordinator responsibilities are for one academic year only. No summer service is required/expected.

- Oversee the curricular content of the program/Assist with annual program/curriculum review/assessment/accreditation.
- Assist Department Chair with scheduling for the program.
- Coordinate program adjunct faculty
- Assist with gathering program budget requests for Department Chairs
- Coordinate with Advising team to ensure 2-year program schedule is relayed to FTIC and transfer students; coordinate faculty advising with program colleagues.
- Prepare faculty forms as needed to initiate catalog or course additions, changes, or deletions for program.
- Chair or serve on search committees for new program faculty.
- As time and budgets permit, promote enrollment in programs on campus and in wider communities.
- Maintain program memberships or affiliations with relevant professional associations.

### **Program Coordinator Selection Process**

Program coordinators will be appointed by the department chair in consultation with the dean on a yearly basis (multiple terms possible)

- Faculty interested in serving as program coordinators will submit letters of interest to their department chair by February 1<sup>st</sup> prior to the academic year in which they will serve.
- Department chairs will convene a meeting with all faculty who teach in the program to discuss letters of interest/obtain feedback and will discuss with their dean/conduct interviews (if necessary)
- Department chairs will notify faculty of their appointment as program coordinator by March 1<sup>st</sup>.
- Calls for letters of interest for the program coordinator position will be solicited each year by the department chair. Existing coordinators who may wish to serve additional terms are required to reapply.
- In the event of a tie or should no one step up to apply for a vacant coordinator position, the Department Chair will work with faculty in the effected department to determine who will serve as Program Coordinator. Program Coordinators who serve on an interim basis will serve only one year as coordinator.
- Should a coordinator vacate their position mid-year or prior to the end of their official term, a special election will be held within one month of notification to the Department Chair that the coordinator no longer wishes to serve following the process outlined in this document.
- In instances where accrediting bodies place specific requirements/qualifications on Program Coordinators, those criteria will be used as guiding principles for applying for a Program Coordinator position in a department with an accredited program.

### **Compensation**

- \$4,000 stipend/academic year

**Training/Evaluation  
Department Chairs/Program Coordinators**

**Proposed Leadership Support for Department Chairs/Program Coordinators**

- TAMUS System training for chairs (held over the summer—required for new chairs, available for all)
- Institutional training (i.e., budgeting, purchasing, HR, IER, other suggestions)—Required for new chairs, available for all.
- Mentorship from deans

**Proposed Evaluation of Department Chairs/Program Coordinators**

- Include in yearly performance evaluation as part of administrative responsibilities.
- Department chairs provide input on program coordinator performance.
- Faculty in department and dean provide input on department chair performance.

REVISED 8.20.23