

DEPARTMENT CHAIR: JOB DESCRIPTION

INTRODUCTION:

The Department Chair is the tenured faculty lead for a department or program. Department Chairs are faculty members who apply and are recommended for appointment by department faculty members and selected by the Vice President for Academic Affairs.

MAJOR FUNCTIONS:

Curriculum:

1. Facilitates curriculum development, review, and revision, which includes data collection to support curriculum review and revision. Proposes new curriculum to the curriculum committee based on analysis of need.
2. Collaborates with Division Dean on schedule development and program pathways/course sequencing.
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4. In collaboration with the Division Dean develops a plan for regular evaluation of part-time faculty, which may include the participation of full-time faculty department members per contract.
5. Recommends staff development workshops and/or programs that serve the needs of students and faculty.
6. Facilitates faculty course selection for each term and/or session.
7. Holds regular department meetings and schedules additional meetings as appropriate.

Committee Membership:

Department Chair is required to participate in the following committees:

- Instructional Council
- Curriculum Committee
- Educational Master Plan Committee (EMPC)
- Continuous Accreditation Readiness Team (CART)
- Enrollment Management Task Force

Minimum Qualifications:

1. Must be a full-time, tenured faculty member in good standing with the district.
2. Must possess the ability to work collaboratively with faculty, staff, administrators, and students in the day-to-day operations of the department and/or program.
3. Must possess knowledge of curriculum development, student learning outcomes, program review, and enrollment management strategies.
4. Must possess the ability to analyze data for curriculum revision, program review, enrollment management strategies, and other reports as needed.

Selection Process

Eligibility:

A faculty member must be a full-time, tenure-track faculty member in good standing with at least two full years of service in the District at the time when he/she would assume the duties of Department Chair. All candidates for the position of Department Chair will provide written notification to the Vice President for Academic Services of their candidacy for the position at

or Coordinator) to serve as the Department Chair. The replacement shall be subject to review during each subsequent semester. Every semester in which a replacement or Dean is serving in the department capacity, there will be an opportunity for tenured faculty within the department to express interest in serving as the department chair.

Recall/Vacancy

A Department Chair person may be recalled/ removed for cause by the Vice President for Academic Services based on the following:

- ξ Incomplete or consistently late required reports/documents such as program review, schedule development, Student Learning Outcome documents.
- ξ Inability to work collaboratively with the Area Dean or Department Faculty.
- ξ A petition by department faculty to remove a Department Chair that has been substantiated by the Superintendent/President after an investigation into actions that triggered the department petition.
- ξ Any events which would lead to level two (2) or above Disciplinary Action.

A Department Chair who is removed from the Chair position will return to regular faculty status the following semester after removal.

Assignment

- ξ One Hundred Seventy-Seven (177)-day contract with ten (17) days of extra duty assignment, total of (194) tday contract: Three (3) days prior to the beginning of the fall term; three (3) days prior to the spring semester; and eleven (11) days after the spring semester and summer session.
- ξ Additional service days may be required and will be compensated at the extra duty contract rate upon prior approval of the Division Dean.
- ξ Reassign Time: All Department Chairs will have a base reassign time of nine (9) credit hours (18 hours of expected administrative work).
- ξ Overload limited to nine (9) units or three (3) classes whichever is lesser.