

Title: #IV-13B. Division Chairperson Position Description/Terms of Employment

Date: March 31, 2008 (replaces version dated January 10, 2006)

POSITION DESCRIPTION

General Responsibilities

The chairperson is the administrative officer of the division and is expected to provide both academic and administrative leadership to the division.

Specific Responsibilities

I. Academic Program Leadership

- Plans instructional program of the division designed to meet the mission of the college
- Develops class schedules and faculty teaching assignments
- Supervises program evaluation
- Supervises course and curriculum development
- Coordinates textbook adoptions
- Coordinates divisional student outcomes assessment plan and participates in development and maintenance of college wide plan
- Uses student outcomes assessment data and other information to enhance student success in divisional courses and programs

II. Administrative Responsibilities

- Selects and employs adjunct faculty
- Directs the selection of full-time faculty members
- Represents the division both within and outside the college
- Develops division's annual budget requests
- Monitors division's budgets effectively and efficiently

- Initiates and guides initiative planning for the division and inter-relationships with the academic area
- Coordinates the work of all faculty in the division
- Develops and maintains operational procedures for the division to carry out day to day functions
- Schedules and conducts divisional faculty meetings
- Forwards institutional and academic area information to members of the division

III. Faculty, Student and Staff Development

- Assists all faculty in areas of need (such as teaching strategies, testing and course development)
- Encourages and develops a faculty & staff development program
- Conducts faculty and staff performance reviews
- Participates in and supports college policies, programs and activities designated to enhance student academic success and goal achievement

IV. Teaching and Academic Advising

- Teaches at least 12 hours per academic year; any exceptions will require justification and yearly approval of the Dean
- Advises students as assigned pertaining to chair's faculty role and responsibility. Advising of students for the division (beyond those assigned to the chair) will be specifically identified and approved by the Dean.

V. Other

- Carries out assignments and other responsibilities assigned by the Dean
- Where appropriate, coordinate specific programs with outside agencies or groups and develops working agreements
- Where appropriate, coordinate specific program accreditation activities.
- Has responsibility for developing and maintaining specific activities for the division. These are listed on the attachment.

TERMS OF EMPLOYMENT

Qualifications

The chairperson is a term or tenure track member of the division with faculty rank of assistant professor, associate professor or professor. Strong managerial, communications and academic leadership skills are required. An understanding of both the division's and college's policies and mission is essential.

Appointment

The position of chairperson is an appointment of the chief academic officer. The faculty of the division participates in the selection and reviews candidates for the position and makes their recommendation prior to any appointment. Final verification of the appointment is made by the campus president.

Termination of an appointment is a prerogative of the chief academic officer with final verification by the campus president.

Position Stipend

The division chairperson holds the position of faculty member who has an administrative appointment. The faculty contract for the division chair will be a 10-month period starting with August 1st and ending May 31st. Additionally, the chairperson will receive a stipend to cover the activities and functions that the chairperson must carry out during the months of June and July to meet the requirements of the position description for the division chairperson. The amount of time and effort required of the chairperson during June and July will vary based upon the complexity and size of the division and is at the discretion of the division chair with approval by the chief academic officer. The size of the stipend will reflect these factors and the stipend amount may vary among the division chairpersons.

A separate accounting of the regular faculty salary will be maintained. When the chairperson resumes an exclusive regular faculty status, the salary will be reduced to the nine month base which exists at the time of returning to regular faculty status and will no longer include the 10 month provision or stipend.

Performance Review

An annual performance review will be conducted of the division chairperson by the chief academic officer.

Each year the respective faculty of the division will be given the opportunity to assess the leadership and effectiveness of the division chairperson. This feedback will be provided to the division chairperson and will be reviewed and discussed between the division chairperson and the divisional faculty. The dean will also be provided the assessment information and will include its review in the annual performance review of the division chairperson.