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


POSITION DESCRIPTION

General Responsibilities

The chairperson is a 12 month (July 1 – June 30) 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 programs of the division designed to meet the mission of the college

• Develops class schedules and faculty teaching assignments

• Supervises program and faculty 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 and ensures completion of required annual, five year or other program reviews of the division.

• Investigates, plans and recommends new programs appropriate to the mission of the college

• Works with the Vice President for Student Services and other divisions to enhance and improve student retention and completion in their division

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 an expected load of 3 credit hours each fall and spring terms; any exceptions will require justification and advance approval of the Vice President for Academic Affairs
- Advises students as assigned pertaining to chairperson's faculty role and responsibility. Works with the Professional Advising Center to transition students from professional advising staff to faculty advising

V. Other

- Carries out assignments and other responsibilities assigned by the Vice President for Academic Affairs. Meets regularly with the Vice President for Academic Affairs to discuss issues, concerns, strategies, opportunities and options for the division
- Where appropriate, coordinates specific programs with outside agencies or groups and develops working agreements
• Where appropriate, coordinates 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 position with faculty rank of assistant professor, associate professor or professor. The chairperson will have credentials required of faculty teaching one or more disciplines within that division. Strong managerial, communications and academic leadership skills are also required. An understanding of both the division's and college's policies and mission is essential.

Appointment

The position of chairperson reports to the Vice President for Academic Affairs. The position of chairperson is a stand-alone position specifically created to act as a hybrid supervisory position containing both faculty and administrative responsibilities.

The faculty of the division participates through the established institutional screening process and makes their recommendations prior to any appointment. Final verification of the appointment is made by the president.

Termination of an appointment is a prerogative of the Vice President for Academic Affairs with final verification by the president. Upon the termination of the chairperson appointment, a faculty member is eligible to return to a regular faculty status contingent upon a position in the discipline(s) being available and the needs of the department.

Position Salary

The Chairperson's annual salary will be determined based on departmental factors, the selectee's formal academic credentials, and prior academic and/or instructional experience. There is no stipend assigned to this position.

A separate accounting of the regular faculty salary will be maintained. If the Chairperson is eligible for and does resume an exclusive regular faculty status, the salary will be the nine-month salary that exists at the time of returning to regular faculty status.

Performance Review

An annual performance review will be conducted of the division chairperson by the Vice President for Academic Affairs.

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 Vice President for Academic Affairs will also be provided the assessment information and will include its review in the annual performance review of the division chairperson.