

POSITION DESCRIPTION
DEPARTMENT CHAIRS

DEPARTMENT: Academics

FUNCTION: The Chair emerges from the faculty to assume a leadership role in the department. The Chair serves as mentor to faculty colleagues and as collaborator with other college administrative officers, interprets college policy, advocates for his or her department from a perspective of the best overall interests of the College, leads faculty in important processes that shape the curriculum and have an impact on the learning of students, and effectively articulates department and college missions to internal and external constituencies. All of this is accomplished through effective communication. The Vice President for Academic Affairs provide support, mentoring, and, where appropriate, more formal professional development opportunities for Chairs in helping them fulfill these roles.

The responsibilities and duties of the Chair include those described below. In the performance of these duties the Chair is expected to seek the advice of departmental faculty colleagues systematically, provide for the conduct of departmental affairs in an orderly manner through department meetings and the appointment of appropriate committees, and keep department members informed of his or her actions in a timely fashion. The Chair is also expected to seek student feedback on matters of concern to those enrolled in the department's programs.

REPORTS TO: Vice President for Academic Affairs

JOB RESPONSIBILITIES:

- The Chair has the responsibility for providing leadership toward the achievement of the highest possible level of excellence in the teaching, research and service activities of the department.
- The Chair is expected to support the strategic goals of the college through all of the department's programming decisions.
- The Chair is expected to articulate the goals of the department, both within and without the department, articulate the department's requests in pursuit of these aims, and maintain a climate that is hospitable and encourages faculty engagement, participation, collegiality, and innovation.
- The Chair is responsible for leadership in developing the department's academic programs within the mission of the College.
- The Chair is responsible for informing the department of the perspectives and actions of the dean and other administrators that might affect the department.
- The Chair is responsible for aiding in curriculum development and ensuring that all levels of curriculum review in light of the College and departmental learning goals are met.
- The Chair adheres to the principles of academic governance, especially the collaborative development of appropriate procedures for governance, within the department).
- The Chair is responsible for guiding the Department's Strategic Planning process.
- The Chair is responsible for communicating with students in department programs to facilitate open communication regarding the department and curriculum.

- The Chair is responsible for assisting with the active recruitment of students by creating and maintaining a productive partnership with the admissions offices. The Chair is responsible for the identification of scholarship recipients as arranged by the VP of Enrollment and the Director of Financial Services.
- The Chair is responsible for working with other Chairs and Academic Dean to coordinate course offerings, and curriculum development.
- The Chair is responsible for promoting the selection and retention of outstanding and diverse faculty and staff. This includes both full- and part-time as those teaching in non-credit and certificate offerings and those teaching in continuing education and summer programs.
- The Chair is responsible for ensuring the promotion of the College's vision and mission.
- The Chair should be receptive to questions, complaints, grievances and suggestions from the members of the department, both academic and staff personnel, and from students. The Chair has the responsibility to take appropriate actions as required and in accordance with the policies and rules of the College.

Administrative Responsibilities:

- The Chair is responsible for implementing College policy and rules within the department.
- The Chair is responsible for recommending equipment and supplies for purchase, projecting space and equipment needs for the department and exercising general responsibility for departmental facilities and equipment in accordance with College policy and campus rules and regulations
- The Chair is responsible for establishing teaching schedules in consultation with the faculty, appropriate deans, and Academic Affairs and assigning faculty to meet the needs of the curriculum.
- The Chair is responsible for supervising the attendance, time commitments and work assignments of department faculty and staff.
- The Chair is responsible for submitting accurate copy for all official College publications by established deadlines.
- The Chair is responsible for the management and maintenance of all departmental records, and preparation of reports in accordance with College procedures.

MINIMUM EDUCATION REQUIRED:

- A Master's Degree from an accredited institution required
- Doctoral Degree from accredited institution is preferred

MINIMUM QUALIFICATIONS/SKILLS:

- Strong interpersonal skills with students
- Ability to work as a team member and supervise others
- Five years or more of progressively responsible experience in a job-related field