



TITLE: ADMINISTRATIVE PROCEDURE NO. 4032

APPOINTMENT AND RESPONSIBILITIES OF DEPARTMENT CHAIR OR PROGRAM DIRECTOR

A faculty member may be designated as a department chair or program director within an academic division. The department chair or program director assists in providing leadership to meet the instructional goals of the department or program, division, and college.

ELIGIBILITY:

Full-time faculty members within a respective department are eligible to be appointed as the department chair or program director.

Appointment, Length of Service, and Compensation. Faculty who will serve as department chairs or program directors are recommended by the respective division dean. A faculty member may serve as department chair or program director for a period that generally does not exceed three consecutive years. The compensation may include a reduction in teaching load and/or a stipend depending on the size and complexity of the department. The Provost/Vice President for Academic Affairs approves each appointment, compensation, and any variance in the length of service.

RESPONSIBILITIES:

The department chair or program director is responsible for coordinating the activities of the department and assisting the division dean. Responsibilities include:

FACULTY:

1. Assist faculty in providing a quality educational experience for our students.
2. Recommend, mentor, and supervise adjunct faculty.
3. Coordinate and recommend full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.

4. Provide the division dean with input regarding the needs of faculty within the department, participation of faculty in departmental activities and projects, and suggestions for faculty development.

PROGRAM AND CURRICULUM:

1. Prepare and recommend class schedules.
2. Coordinate curriculum updates, course changes, program reviews, and accreditation reviews.
3. Coordinate with faculty the assessment of student learning outcomes for the program or programs in the department.
4. Coordinate the activities of curriculum advisory committees (when applicable).
5. Coordinate activities related to articulation and transfer agreements (when applicable).

DEPARTMENT:

1. Conduct regular meetings of the department or program faculty.
2. Coordinate the formulation of department or program short- and long-range plans.
3. Coordinate the representation of the department or program at local, state, regional, or national meetings.
4. Facilitate interaction and collegial spirit among the department or program faculty.
5. Coordinate the response to department or program correspondence and reports.
6. Coordinate the preparation of proposed departmental or program budget request.
7. Support other department or program activities (student clubs and societies, recruitment efforts, faculty development, projects, etc.)

ADMINISTRATIVE:

1. Represent the department or program at meetings of department chairs and program directors.
2. Assist with student complaints, grievances, and grade appeals that originate in the department or program.
3. Other responsibilities as mutually agreed with the division dean.

Revised: 07-01-2002