

Position Description

Title	Chair
Office/Department	Academics
Job Function Title	Department Chair
Reports To	Dean of Faculty

BROAD FUNCTION

Academic department chairs teach within their academic subjects or disciplines and, in addition to their faculty duties, are responsible for having a primary leadership role within their academic areas, including appropriately supporting shared governance, supporting and encouraging faculty professional development, practicing honest and transparent communication, adhering to college policies and procedures (including applicable state and federal regulations), and encouraging and inspiring faculty to advance the College mission and strategic goals.

JOB RESPONSIBILITIES

Chairs are responsible for:

- Preparing recommended course schedules, instructor assignments, and full- and part-time faculty workload reports.
- Participating in the recruitment and hiring of new full- and part-time faculty.
- Monitoring class coverage and coordinating coverage for faculty absences.
- Observing and evaluating faculty, encouraging faculty development, and developing and administering performance improvement plans when required.
- Orienting new full- and part-time faculty, including assigning faculty mentors for new staff.
- Reviewing course syllabi and textbook selections.
- Developing and administering budgets.
- Directing the review and assessment of academic programs.
- Scheduling meetings as necessary and distributing accurate minutes to the College.
- Addressing student complaints.

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QUALIFICATIONS

(In addition to those for faculty)

- Commitment to diversity and demonstrated ability to work well with a wide range of people and entities
- Demonstrated ability to communicate clearly, both orally and in writing
- Strong leadership, organizational, analytical, and time-management skills
- Demonstrated ability to think critically and act strategically
- Demonstrated ability to work independently, as well as with a team
- Personal integrity and good judgment