

College Operating Procedures (COP)



Procedure Title: Department
Procedure Number: Chairs 03-0102
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy Florida n/a
Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11; 10/14/13

Purpose Statement: Department Chairs are full-time faculty who serve as leaders and assist Academic Deans with managing the academic discipline(s).

Guidelines:

The Department Chair is responsible for providing academic direction and support for discipline-related issues College-wide, assisting the appropriate academic dean to select, mentor, and evaluate faculty, and facilitating communication within the department and with other departments of the College.

Procedures:

The Department Chair is elected by his/her department, subject to the approval of the Provost/VPAA. She/he receives a stipend and assigned time as defined in the most current Collective Negotiations Agreement. Department Chairs have the following responsibilities:

Leadership, Planning, and Curriculum

- Oversees the development and revision of curriculum department-wide
- Verifies consistency of departmental syllabi
- Manages the department assessment process
- Is a vital member of the unit planning team
- Manages department-specific curricular planning and duties
- Organizes and presides over department meetings
- Is a leader within the College

Administrative and Organizational

- Provides input to deans and adjunct coordinators in development of academic schedules

- Assists in preparing and maintaining budget
- Provides departmental information to faculty committees
- Oversees textbook selection process
- Serves on College committees
- Provides department information to appropriate administrative offices
- Provides organizational vision to the department, including faculty, staff, and students

Faculty Searches, Evaluation, and Development

- Participates in searches for faculty positions, full time and adjunct
- Ensures mentoring to new faculty in department
- Evaluates adjunct faculty
- Assists in evaluation of full time faculty
- Establishes and maintains a collegial and scholarly environment
- Develops collaboration within the department and other departments

Student Relationships and Teaching

- Responds to student concerns, in conjunction with dean
- Maintains full faculty rank
- Teaches 3 courses per semester up to a maximum semester workload of 19 workload credits

Community, Professional

- Acts as advocate for the mission of the department to the administration and outside constituencies
- Is advocate for regional accreditation of the College
- Promotes the department and College in the community
- Has a presence on all campus sites