

# Department Chair Duties

## Leadership, Planning, and Curriculum

- Serves as the academic leader and advocate for the department within the College
- Provides oversight for any coordinators within the department (e.g. Dual Enrollment, e-Learning, Learning Assessment) to unify and clarify departmental initiatives
- Oversees and manages the development and revision of curriculum, department-wide
- Monitors consistency of the departmental syllabi
- Fosters procedures designed to ensure the integrity of the completion of the department assessment process
- Is a vital member of the leadership team and provides input and recommendations to unit planning and program review
- Organizes, leads, and oversees the documentation of proceedings from department meetings
- Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism
- Is accessible to faculty on all campuses, in keeping with the one-college model

## Administrative and Organizational

- Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings and the course schedule
- Assists in preparing and maintaining the department budget
- Provides departmental information to faculty committees
- Oversees selection process of textbooks for the department
- Provides department information to appropriate administrative offices
- Provides organizational vision to the department, including faculty, staff, and students
- Is current with accreditation standards as relevant to the department discipline(s) and oversees the department's contribution to compliance

## Faculty Searches, Evaluation, and Development

- Participates in departmental searches for faculty positions, full time and adjunct
- Ensures mentoring to new faculty in the department
- Evaluates departmental adjunct faculty credentials and performance and determines eligibility for course assignments
- Provides feedback to the supervising administrator in regard to departmental faculty's contributions to the department and the College
- Suggests opportunities for growth to inform the supervising administrator's evaluation of, and goal-setting with, departmental faculty