

## College Operating Procedures (COP)



**Procedure Title:** Department Chairs  
**Procedure Number:** 03-0102  
**Originating Department:** Provost

**Specific Authority:**

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

**Procedure Actions:** Adopted: 06/01/2010; 02/15/2011; 10/14/2013; 08/04/2017; 07/15/2019

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

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**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. 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**

- 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