



## JOB DESCRIPTION

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<b>POSITION TITLE:</b>	<b>DEPARTMENT CHAIRPERSONS</b>
<b>DEPARTMENT:</b>	Instructional
<b>FLSA:</b>	Exempt
<b>REPORT TO:</b>	Associate Dean of College Transfer Programs (if position falls under College Transfer Programs or the Associate Dean of Career Technical Programs (if position fall under Career Technical Programs)
<b>POSITION SUMMARY:</b>	The Department Chair is the faculty member responsible for daily operation of the program as well as long-term oversight of planning, scheduling, and curriculum development.

### **ESSENTIAL JOB FUNCTIONS:**

1. Prepare class schedules
2. Propose curricular changes to enhance student learning
3. Advise new and continuing students
4. Perform tasks related to student admissions, transfer, and graduation
5. Respond to student appeals/complaints in accordance with policies and procedures
6. Supervise and evaluate all program staff
7. Hold regular office hours
8. Recruit, Interview and hire adjunct faculty
9. Mentor faculty
10. Lead the strategic planning efforts of the department
11. Track, review and evaluate student learning
12. Lead program reviews and accreditation efforts within department
13. Oversee physical facilities
14. Help recruit faculty and students to strengthen department
15. Teach a limited course load, as determined by the college
16. Manage a departmental budget
17. Order materials and supplies
18. Manage faculty loads
19. Update degree plan offerings in bi-annual catalog
20. Adhere to and enforce FERPA guidelines throughout department
21. Collect departmental data
22. Adhere to COC SACS guidelines
23. Review performance of program staff on regular basis.
24. Assume all other duties and assignments deemed appropriate by the Associate Dean, Dean or Vice President for Instructional Programs.