

## **B. Department Chairperson/Program Coordinator**

A Department Chairperson/Program Coordinator is responsible to their appropriate Dean and Vice President for Instruction/Chief Academic Officer and works in concert with instructors in the department/program to provide effective instructional programs within that department. Department Chairpersons/Program Coordinators will receive a course load reduction to do administrative duties related to the department/program. In addition to the duties assigned to an instructor, the Department Chairperson's/Program Coordinator's responsibilities and duties include:

1. Participates in administrative decision making within the total curriculum program, including annual reviews. Makes certain that NCCCS and other applicable agency standards are met.
2. Assists in the establishment or revision of academic policy.
3. Plans, compiles, edits, and maintains annual departmental/program learning outcomes for review in the College's strategic planning and evaluation process.
4. Oversees department/program equipment and supply purchases and budgets and recommends expenditures to the Vice President for Instruction/Chief Academic Officer.
5. Coordinates the development of the semester schedule in collaboration with the Registrar's office, appropriate Dean, and the Vice President for Instruction/Chief Academic Officer.
6. Completes other duties as required to meet academic, Richmond Community College, and NCCCS requirements.
7. If governed by outside agencies, department chairs/program coordinators will ensure the department's programs meet that agency's requirements.
8. Coordinates departmental/program text selection, working closely with the Bookstore Manager on textbook orders and purchases, instructor ancillaries, and student ancillaries on an ongoing basis.
9. Oversees the department/program budget, monitoring equipment needs, making recommendations for equipment and supply purchases, and equipment maintenance to the appropriate Dean.
10. Coordinates communication and scheduling meetings (twice a year minimum) with program advisory committee members.

*History Notes: Amended Division and Department Chair descriptions: Effective: June 2, 2009.*

## **C. Instructor**

An Instructor, under the authority and direction of their appropriate Dean and Vice President for Instruction/Chief Academic Officer and in cooperation with the