

Division Chair Expectations and Responsibilities

The Division Chair is appointed by administration to assume a leadership role in the Division. The Division Chair acts as the representative and advocate of the Division to administration and outside constituencies and as a mentor and facilitator for the faculty and staff.

The Division Chair is responsible for working with the Dean of Instruction toward the achievement of the highest level of excellence in teaching, learning and service activities of the Division. The Division Chair is expected to articulate the goals of the Division, to articulate the Division's actions or requests in pursuit of these aims, and to maintain a climate that supports creativity and innovation. The Division Chair has the responsibility to inform the Division of the views and actions of the Dean and other administrators that might affect the Division.

I. Selection and Retention

- Ability to provide leadership for the effective functioning of the Division.
- Ability to utilize personal skills to interact effectively with faculty, administrators, students, and support staff within the college.

II. Orientation and Support

- The Dean of Instruction will develop an orientation program for all new Division Chairs. The orientation program will provide information that enables the Division Chair to function effectively and efficiently.
- The Vice President of Academic Affairs and Dean will provide support, mentoring, and, where appropriate, formal professional development opportunities for Division Chairs to help them fulfill these roles.

III. Evaluation

- All Division Chairs are subject to an annual performance evaluation by the Dean of Instruction.
- Input from division faculty and staff will be obtained as part of the evaluation process.

IV. Specific Duties

A. Administrative Division Chair

- Confer with the Dean with regard to any issues facing the Division.
- Inform the Division of the perspectives and actions of the Dean and other administrators that might affect the Division.
- Act as a representative and collaborator with other college administrators.
- Adhere to college policy.
- The Division Chair will spend the necessary time to fulfill the duties and responsibilities of the job, which may require time outside of the normal work day and week.
- Serve as the first point of contact for students, faculty, and staff in the division.

B. Academic Division Chair and Support

- Seek the input of division faculty, staff, and colleagues.
- Maintain a supportive work environment by encouraging faculty engagement, participation, collegiality, and innovation.

C. Faculty Development

- Serve as mentor to faculty colleagues.
- Provide input to the Dean of Instruction on goals and professional development plans for faculty and staff.
- Assist faculty in preparing professional development requests and submit requests to the Dean for approval.

D. Oversight of Faculty and Staff

- Supervise attendance, time commitments and work assignments of Division faculty and staff.

- Complete weekly approvals for hourly staff in Time Clock Plus.
- Assist the Dean with supervision and evaluation of support staff.
- Assist the Dean with classroom observation and provide input for evaluation of faculty.

E. Strategic Planning

- Assist the Dean in developing and implementing immediate and long-range Division goals.
- Advocate for the Division in the best overall interests of the College.
- Articulate the goals of the Division, both internally and externally.
- Assist the dean in collecting and reporting data for division goals and action projects.

F. Academic Planning

- Establish teaching schedules in consultation with faculty and the Dean and assign faculty to meet the needs of the curriculum.
- Assist the Dean in coordinating the development of a semester plan of course offerings based on the academic needs of students.

G. Enrollment and Student Relations Oversight

- Assist with the active recruitment of students by creating and maintaining a productive partnership with campus offices.
- Seek student feedback on matters of concern.
- Prepare reports in cooperation with Division faculty.

H. Program Review and Assessment

- Ensure deadlines are met in the program review, course review, and assessment processes.
- Serve on the Instructional Team.

I. Budget

- Work with faculty and the Dean in preparing annual budgets.
- Initiate requisitions.
- Provide initial approval for purchase orders and direct pays.
- Track program budgets within the division.

J. Instruction

- Maintain full-time teaching load of 30 credit hours per year on a 172 day contract.