

APPENDIX I

DEPARTMENT CHAIR DUTIES

All duties listed below are done in conjunction with Administration to ensure essential tasks are completed. Administration is responsible for hiring, evaluation and budget approvals.

- Lead the development and assessment of ILOs for the college that are mapped through the departments.
- Develop Program Plans, IEC reviews, and schedules based on FTES projections, participate in enrollment management based on student needs, develop and update curriculum according to update cycle.
- Propose annual budget based on enrollment management needs and program changes/implementation.
- Ensure department SLOs/POs are assessed on a cyclical basis and reported annually.
- Develop projections for instructional equipment 5-year budget plan.
- Monitor budget expenditures throughout the fiscal year.
- Purchase and order department or program materials and supplies.
- Participate on hiring, tenure review committees or assure departmental representation.
- Plan and conduct monthly department meetings, create agendas, post minutes on department or division website.
- Participate in interview and hiring process of part time faculty.
- Assist with creating a pool of trained faculty observers.
- Support the supervising administrator and the part time faculty member in identifying a trained faculty observer.
- Participate in the student resolution process as stipulated in the college catalog.
- Work with the mentoring coordinator to train and facilitate mentoring new faculty.
- Recommend changes to the department website and review department brochures.
- Actively participate in integrated planning to include short and long term.
- Collaborate with Human Resources department to assist in recruiting faculty.
- Ensure textbook orders for department and required/optional text per course outline are in place; and follow up with faculty to ensure orders are placed in a timely manner.
- Provide input for evaluation of professional support staff.
- Review and recommend updated catalog content.
- Participate in articulation efforts with high schools, colleges and state agencies.