

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.

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.