



Job Title: Department Head

Job Code:

Last Update: 08/10/2011

Job Description, Responsibilities, Standards, and Qualifications

Department Head's will work under direct supervision of the Associate Vice President of Academic Affairs to foster effective cooperation, coordination, and communication across multiple campuses with regards to academic programs and services in the area of supervision. The primary responsibility of the Department Head is to coordinate academic processes and supervise faculty in the assigned area.

Job Duties:

1. General knowledge of each program
2. Classroom observations (full-time and adjunct)
3. Do performance evaluation of all full-time employees
4. Complete positive discipline form when necessary
5. Review and meet with instructors about semester course evaluations by students
6. Review semester schedule for each program
7. Review book orders for division
8. Process absence request for full-time instructors
9. Report and work with student complaints
10. Assist faculty with IE functions including program learning outcomes(review, revision, measurement, and analysis of said outcomes)
11. Approve and monitor faculty work schedule and office hours
12. Assist faculty in attainment and continuance of program-specific accreditation
13. Review program advisory committee activities
14. Coordinate catalog reviews for all programs in division
15. Participate in program enrollment process including registration, drop/add and withdrawals
16. Review program statistics such as enrollment in quarter and between quarter retention rate, graduation rate, and placement rate to ensure program viability
17. Be visible in the classrooms of division
18. Teach courses as assigned
19. Be involved in the hiring process for full-time faculty in division
20. Represent faculty concerns to upper management by establishing the chain of command

Technical Competencies:

- 1) Leadership skills
- 2) Budget management skills
- 3) Knowledge of technology applications
- 4) Interpersonal relations
- 5) Organizational skills
- 6) Written and oral presentation skills