

## **PROGRAM CHAIR Job Description**

### **Additional Responsibilities to Faculty Job Description**

#### **DEFINITION**

A faculty member appointed by the Vice President for Academic Affairs in conjunction with recommendation of the Associate VP for Academic Affairs on an annual basis to plan and organize the activities of an assigned program; to provide highly responsible staff support to the Department Head; to manage the activities of faculty and staff; and to teach an instructional load based on a release time formula for program chair duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives and implements directions that are provided by the Department Head. Monitors faculty and staff and provides feedback to the Department Head.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Models effective teaching techniques for other faculty.
- Initiates and assists the Department Head in developing, planning, implementing, and administering goals and objectives related to the assigned area.
- Initiates and assists the Department Head in recruiting and interviewing, and helps orient faculty for assigned area; makes part-time hiring recommendations to the Department Head; coordinates observation of part-time instructors; conducts evaluation, if assigned, of part-time faculty/staff; provides information to the Department Head to aid in the evaluation process.
- Assists the Department Head with scheduling of classes; inputs class schedule into the computer, assigns part-time teaching schedules, coordinates full-time instructor schedules; recommends to Department Head on class cancellations; coordinates room scheduling; proofreads the schedule.
- Coordinates the updating of syllabi/course objectives; coordinates textbook selection, supplementary instructional materials, and changes in curriculum; determine prerequisite equivalence.
- Assists with updating the Catalog.

- Supervises lab facilities, if assigned, for proper use, safety, security and maintenance.
- Reviews need for equipment, supplies and instructional materials and recommends purchase; verifies equipment inventories.
- Helps to ensure quality teaching within the assigned area; arranges for class coverage when appropriate.
- Provides staff assistance to the Department Head. For example, develops, prepares and presents recommendations and reports as requested.
- Coordinates the preparation of class records regarding attendance and grades.
- Initiates course substitutions, waivers, and credit by examination forms; deals initially with student grievances for assigned area.
- Provides consistent monitoring and guidance in aiding faculty to accomplish day-to-day tasks.
- Monitors course offerings and recommends changes to keep the program current; coordinates the development of course outlines and materials within the assigned area; coordinates and supervises internships/co-op experiences.
- Attends the division's program chair meetings and shares information from these meetings with faculty.
- Markets assigned program; recruits students; prepares marketing materials and for potential students; represents the program and the college at professional organizations; makes presentations to internal and external groups to promote the program.
- Coordinates assigned activities with those of others programs/area.
- Advises students on a variety of academic and administrative matters and career opportunities; assesses students' standing and needs for assigned program; suggests alternative courses of action; takes leadership role in advising students concerning admissions and graduation requirements and procedures.
- Coordinates web page management with web ambassador.
- Identifies qualified individuals willing to serve on advisory committees and recommends to Department Head. Meets with advisory committees, participates and follow up on recommendations; submits advisory committee minutes to Department Head.

- Coordinates program accreditation, program reviews, certifications, and licensure procedures as appropriate.
- Assists students, employers, and placement office with job placement.
- Takes leadership roles in special projects involving the program such as pursuing grants, working with potential donors, etc.
- Provides input into budget preparation.
- Performs other duties as requested.

## **WORKLOAD**

Department Heads may allocate 3 credit hours per semester for performing the regular duties of a program chair.

This range recognizes that 3 credit hour reassigned time is necessary to adequately perform the duties of program chair. This range also recognizes that the role of the program chair should be at least 50% instructional in order for the individual to adequately remain current in the teaching discipline and stay in touch with the day-to-day instructional activities.

The 3 credit hours of reassigned time is for regular area duties, and does not include any additional time assigned individually on a term by term basis for special projects, new course development, institutional assignments, etc. Additional reassigned time allocations require approval of the Department Head and the Associate Vice President of Academic Affairs.

The Program Chair Agreement Form shall be completed annually.