

CLACKAMAS COMMUNITY COLLEGE DUTIES & RESPONSIBILITIES OF DEPARTMENT CHAIRS

BASIC DESCRIPTION:

The Department Chair supervises and facilitates department activities, monitors the department's budget, serves as coordinator, and represents the department throughout the College and community. The basic function of the position is to provide instructional and student services leadership and management.

The Department Chair position is an appointed position with terms of one to three years. The Dean works collaboratively with the department members to (1) invite interested full-time faculty to volunteer for the assignment; (2) elicit input from departmental members; and (3) work toward a consensus on a recommended department chair. The Dean will forward the recommendation to the Vice President and the President for approval.

ESSENTIAL FUNCTIONS:

1. College Development

- Promote the core instructional values for Clackamas Community College as outlined in the *Visions to Reality* document.
- Assist in setting the institutional vision and direction for the department at Clackamas Community College.
- Represent the College in appropriate regional, state, or national activities.
- Foster relationship with the region's other educational institutions.

2. Personnel

- Evaluate classified staff that report directly to the Department Chair.
- Recruit and screen department classified staff and instructors, including part-time employees, student workers, and substitutes.
- Coordinate student evaluations of instructors and collaborate with the Dean in the evaluation of part-time faculty.
- Hire the departmental part-time faculty and consult with the Dean in the dismissal of part-time faculty.
- Facilitate the integration of part-time faculty into the activities of the department.
- In consultation with the Dean, coordinate department sabbaticals, unpaid leaves, release time, and exchange to ensure that performance standards are maintained.
- Mediate unresolved student conflicts with faculty and staff in the department.

3. Budget, Curriculum, and Programs

- Support the development and ongoing coordination of instructional curricula, programs, schedules, and budgets within the department.
- Coordinate new course approval process and maintain department curriculum files.
- Coordinate the delivery of instruction and student services within the department, according to Instructional Standards and Procedures.
- Prepare the department material for the catalog, annual, and term schedules. In consultation with the Dean, assign full- and part-time instructors to appropriate courses and projects.

Position Description: Department Chair

- Monitor enrollment, and in consultation with the Dean, make schedule adjustments as necessary. Coordinate course offerings and schedules with off-campus site Directors.
- Facilitate the preparation of Advanced College Credit (ACC) and other articulation agreements.
- Supervise the process of textbook adoption for the department and make final decision about textbook changes and exceptions to college procedure.
- Provide leadership for enrollment and funding growth.
- Participate in the development of grant proposals.
- Serve as a resource to faculty who wish to modify curricula or teaching methods, develop new courses, or find answers to instructional questions.
- Prepare the annual department budget for review by the Dean. When the budget is adopted, serve as primary fiscal agent for its expenditure.
- Facilitate the creation and maintenance of comprehensive course files, containing sample tests, exercises, activities, suggestions, etc., for use by new full- and part-time faculty.
- Establish and maintain advisory committees as appropriate.

4. Division Duties

- Work cooperatively with other Department Chairs or Directors to promote excellence in instruction and support services.
- Represent the department on college committees and councils, including division meetings, deans' meetings, etc.
- Represent the department in the college planning process.
- Represent the department in the planning for instructional equipment purchasing, repair, maintenance, and disposal.
- Communicate necessary information to department members and meet regularly with all department staff to arrive at decisions made at the department level.
- Monitor department tuition waivers and scholarships as appropriate.