



POLICY AND PROCEDURE (revised)

Title: DEPARTMENT CHAIR RESPONSIBILITIES
Policy No.: 3.4
Department: Academic Affairs
Contact: Vice-president for Academic Affairs

Policy

The department chair is responsible for day-to-day functions of a department. The chair works closely with students to ensure that the department is meeting students' needs. The chair is also responsible for: working with support staff, assisting students in locating advisement, managing part-time instructors and overseeing department budgets. There are also important curricular and course scheduling duties.

The department chair is the advocate for the department. This includes department chair meetings and in meetings with Vice President/Dean.

Procedures

1.0 General

- The length of the term for department chairs is decided by department (departments should set a policy).
- Each chair will fulfill teaching load responsibilities as determined by the adopted workload policy.
- The department chair or designee should be available, by phone or email when necessary during summer months and breaks.

2.0 Responsibilities to Students

- Hear student grievances and grade appeals as outlined in the current GBC catalog and make recommendations.
- Authorize prerequisite overrides for courses taught by part-time instructors.
- Advise faculty concerning disciplinary issues with students.
- Assist in advising students

3.0 Curriculum Responsibilities

- Approve/deny substitution and waiver request forms for department courses.
- Organize catalog review for changes/additions/deletions.
- Sign new course forms submitted to the curriculum and articulation committee.

4.0 Scheduling Responsibilities

- Coordinate scheduling of courses with faculty and centers directors.
- Coordinate with other departments to determine class times/days for the benefit of students' schedules.
- Authorize course changes and cancellations.
- Maintain long term schedule.

5.0 Hiring and Oversight of Part-time Instructors

- Collaborate with center directors, site coordinators and other faculty on the hiring of part-time instructors.
- Approve payment requests for part-time instructors (LOA's).
- Provide syllabus template to part-time instructors or provide assistance on writing a syllabi for courses within the department to ensure that all syllabi meet minimum college requirements, including course outcomes and assessments.
- Review part-time instructor's syllabi for completeness and accuracy.

- Either provide an approved text book for a course or assist in the selection of a textbook for a course within the department.
- Complete an evaluation, or designate another individual to complete an evaluation, during the first semester that part-time is hired and then again every fifth year or as deemed necessary.
- Review and sign student ratings for all part-time instructors; submit to Academic Affairs.
- Include part-time instructors in appropriate activities of the department and disseminate relevant information to them.
- Facilitate that part-time instructors meet with the distance education department for online/IAV training.

6.0 Hiring and Oversight of Full-time Faculty

- Select a representative from the department to serve on tenure track committees for all new teaching faculty.
- Ensure department participation on the new faculty selection committees in conjunction with the personnel committee.
- Disseminate relevant information to department faculty.
- Sign *Employee Travel Request Authorizations* for faculty in the department.

7.0 Responsibilities to Administrative Assistant

- Collaborate with appropriate supervisor to ensure that classified personnel assigned to the department are performing job elements as outlined in their Work Performance Standards.
- Assist supervisor of administrative assistant with the Employee Appraisal and Development Report.
- Provide guidance and necessary information to administrative assistants to complete job functions.
- Assist in gathering all syllabi, maintain copies for the department; submit to Academic Affairs.
- Maintain records of all textbooks required for courses taught within the department.
- Complete part-time instructor evaluations and submit to the VPAA.
- Maintain budget documents, including departmental purchase orders, travel requests and supply and equipment purchases.
- Ensure department participation on classified staff selection committee.

8.0 Budget Duties

- Prioritization and manage department budget.
- Sign all departmental purchase orders.

9.0 Other Duties

- Schedule and conduct regular department meetings.
- Serve on the Department Chair Committee.
- Coordinate departmental reports and reviews as required.
- Recommend department's needs to appropriate vice president/deans.