



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 the supervision of assigned classified staff, full-time and part-time instructors, student advising, requisition generation and budget recommendations. There are also important curricular and course scheduling duties.

The department chair is the advocate for the department at department chair meetings and in meetings with vice presidents or deans.

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.

3.0 Curriculum Responsibilities

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

4.0 Scheduling Responsibilities

- Coordinate scheduling of courses with faculty and off-campus directors.
- Coordinate with other departments to determine class times/days for the good of the students.

5.0 Hiring and Oversight of Part-time Instructors

- Collaborate with campus directors and other faculty on the hiring of part-time instructors.
- Approve payment requests for part-time instructors.
- Authorize prerequisite overrides for courses taught by part-time instructors.

- Provide syllabus template 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 course syllabi for completeness outcomes and measurement for each course.
- 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 an adjunct is hired and then again every fifth year or as deemed necessary.
- Review and sign student ratings for all part-time instructors; submit to Institutional Research and Effectiveness.
- Include part-time instructors in appropriate activities of the department and disseminate relevant information to them.

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 from the department 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 supervisor to ensure the administrative assistant is performing job elements as outlined in the Work Performance Standards. Provide necessary information to complete the Employee Appraisal and Development Report.
- Assist administrative assistant with the coordination of all student ratings, syllabi, book orders and final grade rosters.
- Collaborate to complete part-time instructor evaluations.
- Collaborate to maintain budget documents, including departmental purchase orders, travel requests, purchase cards, and supply and equipment needs.
- Ensure department participation with the selection process of a new administrative assistant by serving on the interview committee.

8.0 Budget Duties

- Facilitate prioritization and manage department budget.
- Sign all departmental purchase orders or delegate authority to another department member.

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-presidents or deans.

Approved by Faculty Senate: January 19, 2007

Approved by President's Council: January 30, 2007

Contact the assistant to the president for any questions, corrections, or additions.