



POLICY AND PROCEDURE

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

Policy

The department chair is the advocate for the department. This includes participating in department chair meetings and in meetings with administrators. The department chair is responsible for day-to-day functions of a department, in conjunction with the appropriate dean. 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 knowledge of department budgets and curricular and course scheduling duties.

Procedures

1.0 General

- The length of the term for department chairs is determined by the department.
- Each chair will fulfill teaching load responsibilities as determined by the adopted workload policy.
- Provide advising assistance when program faculty are unable.
- The department chair or designee within the department should be available, by phone or email when necessary during summer months and breaks, or arrange for an alternate contact person.
- Participate in department chair meetings and report information back to department.
- The Department Chair of Chairs is not required to serve on any additional faculty senate committees.

2.0 Responsibilities to Students

- Hear student grievances and grade appeals as outlined in the current GBC catalog and make recommendations.
- Collaborate with program supervisors to authorize prerequisite overrides for courses taught by part-time instructors.
- Advise dean and faculty concerning disciplinary issues with students.

3.0 Curriculum Responsibilities

- Approve/deny substitution and waiver request forms for department courses.
- Facilitate catalog and program degree changes with departments having a Department Chair; dean must approve information prior to submission.
- Review new course forms with Dean and program supervisor and/or appropriate faculty members before submitted to the curriculum and articulation committee.

4.0 Scheduling Responsibilities

- Coordinate scheduling of courses with faculty, center directors, and the dean; must be completed by established due date.

- Coordinate with other departments to determine class times/days for the benefit of students' degree completion.
- Work with program supervisor and/or faculty members and Deans to approve course changes and cancellations.
- Maintain long-term schedule in collaboration with the deans and other departments.

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.
- Review period activity pay assignments for part-time instructors.
- Work with supervisors and/or faculty to provide syllabus templates to part-time instructors and/or provide assistance on writing a syllabus 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 and textbook selections for completeness and accuracy.
- Complete an evaluation, or designate another individual to complete an evaluation, during the first semester the part-time instructor is hired and then again every fifth year or as deemed necessary.
- Review student ratings for all part-time instructors; submit to dean.
- Include part-time instructors in appropriate activities of the department and disseminate relevant information to them.
- Facilitate part-time instructors meeting with the appropriate distance education office for online/IAV training when needed.
- Ensure that new part-time instructors within the department are made aware of training resources where applicable.

6.0 Hiring and Oversight of Full-time Faculty

- Select a representative from the department to serve on tenure track or mentoring committees for all new teaching faculty within the department.
- Ensure department participation on the new faculty selection committees in conjunction with the personnel committee.
- Disseminate relevant information to department faculty.

7.0 Responsibilities to Administrative Assistant

- 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, and submit to Academic Affairs.
- Maintain records of all textbooks required for courses taught within the department.
- Submit part-time evaluation information to administrative assistant.
- Ensure department participation on classified staff selection committees.

8.0 Budget Duties

- Prioritize and manage department budget as applicable.
- Sign departmental purchase orders and "P" card transactions; monitor department budgets with assistance from support staff where applicable.
- Review and budget accordingly for travel requests/spend authorizations, forward to dean for approval.

9.0 Other Duties

- Schedule and conduct regular department meetings.
- Coordinate departmental reports and reviews as required.
- Recommend department's needs to appropriate dean or administrator.

Approved by President's Council: January 30, 2007; December 8, 2015

Approved by Faculty Senate: January 19, 2007; November 20, 2015
Approved by Department Chairs: November 6, 2015
Contact the assistant to the president for any questions, corrections, or additions.

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