

Rancho Santiago Community College District

Duties & Responsibilities:

Department Chairs

DEFINITION OF A DEPARTMENT CHAIR:

A faculty member who coordinates departmental activities under the direction of the division dean or appropriate administrator. Provides academic leadership to the department. Facilitates communication between the departmental faculty/staff and the division dean or appropriate administrator. Meets regularly with department faculty. Attends regularly scheduled meetings as called by the appropriate administrator.

SELECTION: Elected by faculty as determined by the department.

RESPONSIBILITIES OF A DEPARTMENT CHAIR:

A. Curriculum Planning

1. Keeps abreast of changes in career opportunities, job requirements, related interdisciplinary career developments, and demand for workers with training in discipline areas. Shares this information with colleagues and the Counseling Department. Keeps abreast of curricular development in other institutions. Acts as a leader in developing departmental offerings in occupational, transfer and general education curricula with appropriate department representatives in other discipline areas.
2. Assists in coordinating curricular offerings with other college departments and other colleges, universities and high schools.
3. Reviews, jointly with department faculty, current course outlines and prepares revisions or recommends new courses or programs to the area curriculum committee. Selects, jointly with department faculty, textbooks and recommends their adoption.
4. Represents the department, as needed, by serving on curriculum committees and submits pre-requisites and co-requisites for courses to college Curriculum and Instruction Council.
5. Conducts, jointly with department faculty, program review and quadrennial review activities.
6. Facilitates, jointly with department faculty, the development, revision and assessment of Student Learning Outcomes consistent with State requirements

B. Schedule

1. Recommends, after consulting with faculty, each semester's master schedule, enrollment limits and room assignments to the division dean or appropriate administrator.
2. Consults with discipline experts and recommends the assignment of adjunct faculty.

C. Budget

1. Analyzes department budget needs with faculty and staff and recommends budget requests to the division dean or appropriate administrator.
2. Informs department of resources available for approved budget items.

D. Personnel

1. Works with representative department members and recommends the hiring of adjunct faculty.
2. Works with representative department faculty and recommends equivalencies of potential faculty.
3. Works with program facilitators and appropriate faculty in recommending classified instructional support personnel for the department. May assist with the evaluation of and directs the work of classified personnel assigned to the department as appropriate.
4. Works with representative department members in submitting requests for additional full time faculty to the division dean or appropriate administrator. May represent the department in establishing hiring priorities.
5. Provides, jointly with division dean or appropriate administrators, for peer review of adjunct faculty.
6. Selects peer evaluators for full-time faculty in the department.

E. Facilities, Equipment and Materials

1. Submits, jointly with department faculty, orders for textbooks or instructional resources as appropriate.

F. Other Responsibilities

1. Fields student complaints and refers complaints to the division dean or appropriate administrator when necessary.
2. Organizes and conducts monthly department meetings.
3. Meets with part-time faculty during flex week.
4. Facilitates the development and review of department plans.
5. Attends Division meetings and communicates information to department faculty.

G. Compensation

1. Department chair LHE for duties and responsibilities in this document shall be based on the negotiated formula. Additional responsibilities shall be compensated on the basis of 1 LHE for 36 hours of required work.