JOB REQUIREMENTS FOR INSTRUCTIONAL DEPARTMENT/ASSOCIATE CHAIRS

Experience

**Instructional Department Chair:** Three years (or equivalent) of full-time teaching experience in a post-secondary institution in one of the disciplines to be supervised. In career and technical instructional areas, three years of full-time work experience in one of the disciplines to be supervised is also required. **Note:** Program Directors in the Public Safety Division adhere to the same policies as a Department Chair.

**Associate Chair:** Two years (or equivalent) of full-time teaching experience in a post-secondary institution in one of the disciplines to be supervised. In career and technical instructional areas, two years of full-time work experience in one of the disciplines to be supervised is also required.

**Health Sciences Program Director:** Three years of full-time work experience in one of the disciplines to be supervised AND one year (or equivalent) of teaching experience in a post-secondary institution. Specialized experience as needed by accrediting agencies.

Education

**Instructional Department/Associate Chair:** Meet requirements for teaching in a discipline of the department to be supervised as specified in the HCC Faculty Credentialing Manual. In career and technical instructional areas, the applicant must possess appropriate degree, licensure and/or certification as required by program accreditation.

**Health Sciences Director:** Meets the credentials specified within the HCC Faculty Credentialing Manual in the discipline of the department/division to be supervised. Possess appropriate degree, licensure and/or certification as required by program accreditation.

Knowledge, Skills, and Personal Qualifications for All Department/Associate Chairs

- Ability to work as a member and manager of a work team.
- Ability to work effectively with a wide variety of community and governmental agencies as an advocate for HCC.
- Knowledge about and ability to implement good personnel and budget management practices.
- Good oral and written communication skills.
- Proven problem-solving and decision-making abilities.
- Ability to follow through to completion on assigned tasks.
- Computer literacy.
INSTRUCTIONAL CHAIR EVALUATION CRITERIA

In addition to the standard faculty evaluation instrument, the following areas must be evaluated by the Dean or COE Director. Be sure to use the latest PEP form.

Student Recruitment/Enrollment
Standard: Department/Division duplicated seat count increases by the annual strategic goal of HCC (e.g., 5% per year).

Contact Hour Generation
Standard: Department/Division contact hours generated increase by the annual strategic goal of HCC (e.g., 5%).

Student Retention and Completion – Department retention rates in terms of course completion; fall to spring retention of students; fall to fall retention of students; and certificate/degree completion of students as applicable. Department/Divisions will work with IR to determine appropriate reports and standards.

Enrollment Management – Make Rates and Class Sizes
Standard for Make Rates: Make rate of 80 percent; class size of 80 percent of capacity.
Standard for Class Sizes: See Guidelines for Class Sizes.

Instructional Materials Management
Standard: Chair has complied with Guidelines in the timely selection of all instructional materials, including textbooks, other required readings, software, etc. The Chair must provide textbook requests to the Program Coordinator in a timely manner so that all Textbook Adoption forms and other related materials can be submitted to the District Office by the due date.

Program Review – Planning Reports – CB/SACSCOC Reports
Standard: Chair has completed and submitted reviews/reports to the appropriate parties in a timely fashion. These include assisting the Program Coordinator(s) with Program Review, Annual Learning Assessment Report, and the Annual Planning Report.

Budget Management
Standard: Department activities adequately supported based on resources available; Instructional budget managed efficiently; next year’s proposed budget is both realistic and reflective of institutional goals.

Personnel Management
Standard: All courses staffed and taught by fully qualified instructors; HR paperwork submitted accurately and on time; all faculty and staff evaluations completed effectively and on time.
**Instructional Supervision**
Standard: All student complaints and faculty disputes resolved efficiently and appropriately.

**Instructional Standards**
Goals and standards set by each program and department/division and/or advisory committee.

Innovation Goals and standards set by each program and department should include use of technology, innovative teaching methodologies, etc.

**Professional Development**
Standard: At least three activities for each employee.

**Curriculum**
Goals and standards set by each program and department.
INSTRUCTIONAL DEPARTMENT/ASSOCIATE CHAIR & PROGRAM DIRECTORS

ACTIVITIES AND RESPONSIBILITIES
(See additional section on Coleman College for Health Sciences Program Leadership Procedures)

The instructional chair oversees instruction in one or more academic or workforce disciplines and maintains active teaching status. A department chair supervises an instructional cluster area (may be one or more disciplines clustered into one instructional area). An associate chair supports the department chair in all duties assigned.

Teaching

Given the supervisory responsibility associated with this role, Department Chairs will receive a full release (15 SCH) for their elected term. Any teaching overload cannot exceed one (3 SCH) course per term and must be scheduled online or on the weekend. An associate chair will receive 9 course release (SCH). Associate Chairs will be allowed to teach a one course overload per term. All courses for an associate chair may occur throughout the day/week/online as approved by the dean.

Supervision of Faculty

The department/associate chairs will have the following responsibilities regarding supervision of faculty:

1. Designate faculty to teaching assignments;

2. In collaboration with the dean or director, provide leadership in recruiting, screening, and interviewing faculty, full-time and adjunct. The department/associate chair may serve as chair of a screening committee (Refer to HCC Faculty Handbook - Screening Committee Guidelines) making a recommendation to the dean for the final hiring decision;

3. Notify the Program Coordinator of new, FT hires in each program supervised;

4. In collaboration with the dean or director build schedules and assign faculty;

5. In collaboration with the dean, director and/or Faculty Academy provide orientation and professional development opportunities for faculty and staff;

6. Encourage professional growth and maintain morale among faculty;

7. Evaluate full-time and adjunct faculty performance and make recommendations for retention, improvement, and dismissal to the dean or director;
8. Monitor maintenance of work space, office and facilities;

9. Review and make recommendations regarding complaints and grievances of faculty and students;

10. Involve faculty in decision-making and assign to college committees and;

11. Coordinate the preparation and maintenance of syllabi. Coordinate the posting of syllabi and CVs on the Learning Web.

**Supervision of Instruction**

The department/associate chairs will have the following duties regarding the supervision of instruction:

1. Ensure adherence to program committee and/or advisory committee curriculum guidelines;

2. Submit all information needed for Program Review, Planning Reports, Annual Learning Assessments, textbook adoption, and/or Coordinating Board/SACS reports to Program Coordinators in a timely manner;

3. Provide leadership for evaluating and improving current department/division offerings;

4. Ensure training and utilization by faculty of current College technologies for teaching and learning;

5. Make recommendations for learning resource center collections based on curricular needs;

6. Lead the relevant textbook/instructional materials selection process for the College and submit materials to Program Committees and the VCIS Office in a timely manner;

7. Maintain samples of department/divisional and curricular materials;

8. In collaboration with the dean or director, facilitate and implement recommendations of advisory committees.

**Student Recruitment, Advisement, Retention, and Completion**

The department/associate chair will be responsible for the following where student recruitment, advisement, retention, and completion are concerned:

1. Support recruitment of students for department programs and courses;

2. Participate in student advisement and counseling and assign faculty to
these services. Ensure that program degree plans and/or career pathways are current, correct, and readily available for students;

3. Assist in course placement for students including academic advisement, diagnostics, and life experience credits;

4. Implement and evaluate retention strategies (first-year success courses, orientation, learning communities, bridge courses, etc.) to help students succeed and avoid withdrawal, failure, and course repetition;

5. Prepare student retention, completion, and/or transfer reports as requested;

6. Supervise department/division learning support activities, including tutoring, mentoring, service learning, cooperative education, labs, clubs, honors activities, etc.;

7. Collaborate with Student Services to ensure College “early warning” strategies and interventions are successful; and

8. Chairs may, at times, be requested to evaluate and approve transfer credit in the program for which they are credentialed.

**Business Management**

The department/associate chair will have the following business management responsibilities:

1. In collaboration with the dean or director, prepare and administer the department/divisional budget;

2. In collaboration with the dean or director, acquire and maintain materials, resources, and equipment for instructional programs.

3. Monitor the equipment inventory assigned to the instructional area;

4. Gather data for and prepare Class Size and Class Make Rate reports for instructional areas assigned;

5. Gather data for and prepare annual Contact Hour reports for the instructional area(s) assigned;

6. Ensure that class sizes meet institutional guidelines (see Guidelines for Class Sizes section);

7. Perform routine paperwork and maintain records;
8. Ensure that department needs are included in short and long range plans;

9. Establish and maintain articulation and communication with internal and external entities, especially program and advisory committees;

10. In collaboration with the dean or director, hire, supervise and evaluate non-professional personnel;

11. Plan and conduct department meetings;

12. Prepare an annual report and other materials for publication as required;

13. Serve as liaison between faculty and administration; and

14. Ensure members of the instructional area are aware of communication from administrative and district offices.

Distance Education

The department/associate chair has the following responsibilities regarding distance education courses:

1. Perform evaluations of faculty who teach distance education courses, and

2. Plan and work collaboratively with district offices of Distance Education in the creation of on-line and hybrid courses.

Professional Development

The instructional chair is expected to attend orientation and training activities for professional development.

Other Tasks

1. Serve on college committees;

2. Participate in grant development when appropriate;

3. Prepare accreditation materials in an accurate and timely manner as appropriate;

4. Perform other faculty duties as detailed in the Faculty Workload Guidelines;

5. Coordinate faculty participation in outreach activities, i.e., trade associations, partnerships with high schools, universities, business/industry, etc.; and

6. Other duties as assigned.