

QUICK REFERENCE GUIDE: FACULTY CHAIR DUTIES

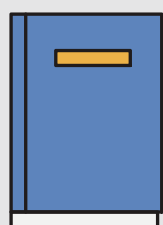
@ Crafton Hills College



1

DEPARTMENT MEETINGS

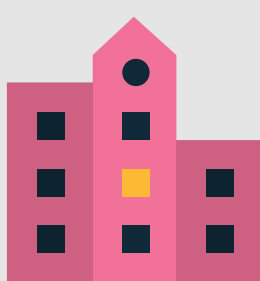
Holds regular departmental meetings (minimum of two (2) per semester), maintains the agendas and minutes, and disseminates them to the department and the immediate supervisor.



2

CURRICULUM

Facilitates the development, preparation, and revision of curriculum documents, in collaboration with department faculty, including participation in any Curriculum meeting in which a course under their purview is presented.



3

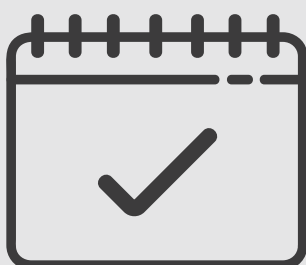
DEPARTMENT PLANNING

Provides faculty leadership in coordinating and facilitating the preparation of departmental planning/program review documents, in consultation with department faculty and staff and other departments as needed. This may also include developing and implementing institutional initiatives (new and ongoing) that pertain to the department.

4

SCHEDULING

Facilitates and works collegially with the discipline faculty and staff in the department to offer courses or services that meet student needs, by developing and recommending the department course offerings or service schedules to the appropriate manager. The scheduling of courses and services will be done in a manner that is most effective for student progress, and considers efficiency and enrollment management goals. Faculty Chair makes recommendations for educational pathways, including certificates, degrees, dual enrollment, and non-credit as needed. May work with other faculty chairs on cross-discipline topics. May work with colleagues from other institutions regarding discipline specific issues (e.g. articulation).



5

ACCREDITATION & SLOS

Participates in the accreditation process by making themselves available to the accreditation committee to provide departmental information as needed. This also includes the planning, evaluation, and reporting of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Service Area Outcomes (SAOs), and Institutional Learning Outcomes (ILOs), as appropriate. For areas with independent accrediting agencies, also participates in any independent accrediting agency process(es).



6

STUDENT-FACULTY CONCERNS

Attempts to initially resolve student-faculty concerns at an informal level. Handles and is responsible for student challenge requests such as pre-requisites, course substitutions, and modification of majors.



7

ADDITIONAL TASKS

Disseminates information to the department faculty and verifies the selection, ordering, and availability of textbooks for the department as needed. Maintains regular and effective modes of communication with appropriate offices regarding the accuracy of the department's website and information in the college catalog. Makes recommendations to the appropriate administrator regarding the department's preliminary budget and makes requests for the necessary expenditures such as instructional materials and supplies as needed. Coordinates initial interviews, identifies, and recommends candidates for the recruitment of all new part-time faculty in the department.

