

FACULTY DEPARTMENT CHAIR - JOB DESCRIPTION (CTA Contract)

The Faculty Department* Chair, under the direction of the Dean or Associate Dean is responsible for coordination of the unit, ensuring that the quality of the program offered by the department meets the standards of the California Community College system and San Bernardino Community College District in particular and is able to serve the needs of a diverse student population.

*A department is an organizational unit defined by one or more district program codes or discipline tops codes and containing at least three full-time equivalent faculty members who provide instruction or service in one or more academic or vocational disciplines or service areas commonly recognized within the California Community College system.

DUTIES OF FACULTY DEPARTMENT CHAIR

1. Coordinates the preparation of documents for curriculum revisions or additions. If the initiating faculty member is not available, represents the interest of the department at the Curriculum Committee meetings, or recommends appropriate designee.
2. Collaborates with faculty and staff to ensure that the college catalogue is current and accurate in the areas of interest to the department.
3. Provides faculty leadership, coordinates and facilitates the preparation of departmental planning/program review documents in consultation with faculty and staff in the department.
4. **Develops and recommends department course offerings and teaching or service schedules to the Vice President, Dean or Associate Dean working collegially with faculty and staff in the department to offer courses or services that meet student needs.**
5. Develops and recommends to the appropriate administrator, the department's preliminary budget and initiates the purchase of instructional materials and supplies.
6. Coordinates the maintenance of departmental facilities, submits requests to the appropriate administrator for the purchase, maintenance, and repair of equipment.
7. **Identifies and recommends candidates for the recruitment of all new part-time faculty and staff in the department.**
8. Coordinates and verifies the selection, ordering and availability of textbooks for department.
9. **May serve as peer evaluator or recommend an appropriate faculty designee for part-time faculty evaluations.**
10. Maintains regular and effective modes of communication with administration, faculty, staff, students and community on areas of interest to the department and programs.
11. Regularly attends faculty chair meetings.
12. Attempt to initially resolve student-faculty concerns at an informal level.
13. Coordinates with the Vice President, Dean or Associate Dean in convening advisory board meetings as appropriate.
14. Verifies student completion of certificate requirements as appropriate.