

JOB TITLE: Department Chair
DEPARTMENT: Arts & Sciences, Varies
LOCATION: Varies
REPORTS TO: Dean and/or Vice President of Academic Affairs

FLSA: Exempt
LEVEL: Faculty
DATE EFFECTIVE: 07-01-19 (FY20 CBA)

POSITION SUMMARY: The Department Chair serves as a liaison between the Dean of Arts & Sciences and the faculty. Overall responsibilities include adjunct mentoring, schedule development through collaborative practices, and supporting faculty in the teaching learning process. The faculty member’s teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Working collaboratively across the institution to support Dual Credit, Distance Education, and Developmental Education.
- Working at the division level to build the course schedule.
- Serving as an advocate for faculty and the needs and direction of the division.
- Implementing and developing best practices in teaching and learning, assessment, program review, and curriculum.
- Assisting in the overall development of the division budget.
- Identifying staff needs of the division and recommending qualified candidates.
- Identifying faculty members qualified for special projects and extra work assignments.
- Forwarding to administration recommendations of the division faculty, together with his/her own recommendation for Division Chair appointments and contract renewals.
- Planning and coordinating end-of-term activities for the division.
- Assisting in the resolution of student complaints and/or student issues by serving as the liaison between faculty and students.
- Evaluating adjunct faculty.
- Serving on institutional-wide committees.
- Representing the institution at the local and state level, as needed.
- Completing other duties as assigned.

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date

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