

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Department Chairperson (AFT-College)

Unit: Faculty

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Job Code: A1584
Original Date: 10/1983
Last Revision: 09/2016
Staff Type: Academic
FLSA status: Exempt
Salary Range:

DEFINITION

Under the direction of an assigned manager, Dean, or Vice President, and within the context of the college master plan, a Department Chair shall assist the Dean or Vice President by implementing, evaluating, and achieving departmental goals, including student retention and program needs: Provide collaborative leadership for a college department; recommend and guide the philosophy and mission of the department; ensure that department faculty strive to meet student needs in the classroom/non-classroom environment; encourage student and faculty diversity; promote the development of curricula that improves the learning environment to include cultural diversity; act as liaison among students, faculty, and administration; maintain consistent standards of excellence in curriculum and instruction; may substitute in the absence of the managing Dean and perform evening and/or weekend duty or days and times outside of the academic year as scheduled by the assigned manager, Dean, or Vice President.

EXAMPLE OF DUTIES

1. Develop a philosophy and mission statement for the department; implement departmental guidelines, procedures, programs, and courses in a way that is consistent with appropriate laws, collective bargaining agreements, and college and district policies and procedures; assist in the administration of grant proposals and/or grant programs, where applicable; guide the department in meeting its mission; monitor and attend to issues relating to departmental well-being; assist the dean/manager by implementing and evaluating achievement of the departmental goals and objectives in collaboration with administration and departmental faculty.
2. Participate in the recruitment, screening, and interviewing of full time and adjunct faculty, striving to meet the goals of faculty excellence and diversity with a focus on underrepresented groups; orient all new faculty to the District, College, and department.
3. Convene regular departmental meetings to ensure that program, school, college, and district goals are being met; promote effective communication among faculty within the department; facilitate professional development and arrange sessions so that department members may increase knowledge of the subject area, learn new teaching methods, and share information with colleagues and students; assist in developing flex-day activities.
4. Participate in adjunct and contract faculty evaluation; work with the Dean, campus evaluation coordinator, and other members of the department to ensure that all activities related to faculty evaluation comply with the collective bargaining agreement.
5. Participate in local, State, and national events related to departmental academic disciplines; share information and techniques relevant to department disciplines with other chairpersons in the District, representatives of other colleges and universities, potential employers, industry contacts, and community leaders.
6. Assist the dean/manager in preparing class schedules; confer with the dean regarding faculty assignments, room assignments, and physical plant, in accordance with student and program needs; coordinate departmental exams as appropriate.
7. Represent the department at school, campus, and district meetings as appropriate; participate in the following college/department activities: master planning; accreditation; program review; promoting the development/revision of curricula that incorporates cultural diversity; implementing departmental strategies for student recruitment and retention; initiating articulation efforts with educational institutions; facilitating

- and promoting methodologies and faculty efforts which increase student retention and transfer; and curriculum review for new and revised courses.
8. Encourage open communication within the department; facilitate resolution of complaints among department faculty; assist the dean to facilitate resolution of student complaints and grievances directed at department policies and faculty; answer and initiate necessary correspondence and telephone communications.
 9. Monitor and facilitate other departmental responsibilities, such as obtaining substitutes; departmental budgeting; conference/travel approvals; preparing supply requisitions; planning capital outlay; approving book requisitions; meeting with vendors and publisher's representatives; preparing reports; ensuring expenditures are within the departmental budget for supplies, materials, equipment, and non-academic temporary staff.
 10. Perform evening and/or weekend duty or days and times outside of the academic year as scheduled by the assigned manager, Dean, or Vice President. Lead the work of support staff as assigned; provide input to management on evaluation and discipline of support staff.
 11. Submit an annual report to administration, which summarizes goals, activities, achievements, and effectiveness of the department.
 12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

A candidate for Department Chairperson should demonstrate the following knowledge, skills, abilities, training, and experience:

- Knowledge of curriculum development, evaluation, and revision sufficient to meet the needs and increase the learning potential of students;
 - Knowledge of master schedule development and staff utilization of departmental personnel sufficient to meet the needs of students and the goals of the institution;
 - Knowledge of trends and developments in the academic/student services field to which assigned;
 - Knowledge of instructional techniques and methods;
 - Leadership skills and the ability to maintain effective interpersonal relations in dealing with students, departmental staff, other departments, and management;
 - Ability to analyze data and information, reason logically, and develop, evaluate, and present alternative solutions effectively, both orally and in writing;
 - Ability to evaluate, advise, and assist in the development and improvement of courses;
 - Creative, independent judgment.
- Candidates should be full-time, tenured faculty member with appropriate experience and the above stated skills.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves a classroom and/or office.