

DIVISION CHAIR RESPONSIBILITIES

This policy outlines the duties, compensation, selection and evaluation of division chairs.

Core Duties:

- Serve as primary administrator for their academic unit.
- Ensure the curriculum is high quality and focuses on the student learning outcomes needed for graduate success.
- Focus division personnel, procedures and operations on creating successful graduates.
- Develop and implement retention strategies to maximize student program completion.
- Provide leadership to facilitate division collegiality, communication, respect, support, and programmatic effectiveness.
- Facilitate college shared governance. Hold regular division meetings to facilitate communication and input on college and division initiatives.
- Plan course scheduling and faculty workloads to ensure:
 1. students have the courses needed to graduate in a timely manner, and
 2. faculty have an appropriate teaching assignment of 15 equivalent credit hours
- Ensure division is in compliance with all college policies, such as grading policies, faculty credential policies, advising policies, state purchasing requirements, etc.
- Work in a collegial manner with all other divisions and departments.
- Be a standing member of and participate in Dean's Council and Academic Council meetings.
- Under direct supervision of Dean be responsible for division curriculum and curriculum development.
- Prepare division budget requests. Allocate and manage the approved division budget to maximize programmatic effectiveness. Comply with all budgetary deadlines. Participate in the college budget appropriation committee. Communicate all budget requests and decisions to division personnel.
- Assist the Dean in the hiring, evaluation, promotion, professional development, and dismissal of NCTA personnel within division. This includes keeping records and evaluation of entire division staff and assignment or re-assignment duties and responsibilities of personnel.
- Conduct daily supervision of the faculty and support staff within your division.
- Conduct student advising within your division including assignment of advisors and supervision of advisors to provide follow-up, quality student services and retention.
- Ensure all students are advised through the U-Achieve system.
- Ensure all graduation checks are accurate and conducted in a timely manner.
- Work collaboratively with other Division Chairs in all appropriate areas including: curriculum committee, accreditation issues, which include placement testing, tutoring, assessment and remediation.
- Assist in data collection regarding retention, placement of graduates and cohort tracking.
- Develop college catalog and recruitment materials update and development within your division.
- Develop new program and facilities request, as needed.
- Division chairs are responsible for the overall condition of the facilities their faculty occupy. This is done through Dean's Council, and facilities and custodial supervisor discussions.
- Teach summer courses as needed.

College Wide Responsibilities:

Division chairs also assume leadership responsibilities for college wide initiatives. For these college wide initiatives, division chairs:

- serve as primary advocate for the initiative
- provide leadership for the accomplishment of goals associated with the initiative
- keep the initiative on track according to the strategic plan timeline
- advertise the initiative through external relations and the college website
- advocate for policy and procedures necessary to support the initiative

Compensation:

Division chairs receive additional compensation consisting of a 12 month appointment and a 7% administrative increment. Division chair teaching workload is reduced three equivalent credit hours to 12 ECH per semester.

Selection:

Generally, chairs are selected as a result of a national search conducted according to standard university protocol. Internal candidates are encouraged to apply. If no division vacancies exist, the search may be restricted to internal candidates. Chair appointments are typically made for five years. The administrative appointment is independent from an associated faculty appointment.

Evaluation:

Division chairs are evaluated annually by the Dean as part of the standard faculty evaluation process. Every five years, an in-depth evaluation of chairs will be conducted with input from all associated personnel. The results of this evaluation will be considered when determining reappointment of the chair to the administrative assignment.