Job Title: Division Chair

JOB SUMMARY

The Division Chair is responsible for coordinating division faculty under the direction of the administration in the provision of academic programs.

MAJOR DUTIES

Coordinates activities with division chairs, deans, and other administrators as part of the Academic Leadership Team; makes expeditious and sound decisions on issues related to the performance of duties and responsibilities within the position’s authority and the organizational structure of the college;
Supervises and provides support to faculty as designated within the organizational structure of the college; orders books and materials for effective delivery for coursework; ensures adherence to faculty work schedules and office hours; observes and documents effectiveness of adjunct faculty; ensures administration of and reviews quarterly course evaluations by students;
Works with Human Resources to coordinate faculty hires in designated areas; verifies appropriate faculty qualifications;
Works with program faculty in the curriculum review process; recommends curriculum changes to Dean;
Prepares all quarterly and annual program/course scheduling for programs under assigned supervision; ensures compatibility with other program areas where applicable; ensures appropriate faculty loads;
Assists faculty in addressing all aspects of verifying program learning outcomes, including identification, review, revision, measurement and analysis of said outcomes;
Works to ensure the consistent exercise of academic policies, procedures, rules, regulations, and other criteria or guidelines;
Reviews academic program budgets under assigned supervision with program faculty; ensures program faculty adherence to budget and purchasing requirements;
Participates in program enrollment processes, including advisement and registration;
Oversees the development, review and revision of course syllabi;
Orients new faculty on college policies and procedures; assigns faculty mentors as appropriate;
Assists faculty in the attainment and continuance of program-specific accreditation
Compiles program statistics;
Reports to Dean any faculty absences, student grievances and appeals, and other matters; participates in the student academic appeal process;
Coordinates catalog reviews for programs under assigned supervision;
Facilitates procurement of program/course equipment and supplies;
Teaches courses within the division on a limited basis.

COMPETENCIES
Knowledge of the mission of postsecondary vocational/technical education
Knowledge of college purchasing policies and procedures
Knowledge of academic course standards
Knowledge of faculty credential requirements
Knowledge of the college’s academic programs
Budget management skills
Decision making and problem solving skills
Skill in the operation of computers and job related software programs
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills

MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Three (3) years experience in an instructional position

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.