

Article X, Collective Bargaining Agreement-Full-Time, 2020-2921

10.7 Department Chair Appointment and Responsibilities (CBA-FT, 2020-2021)

10.7.1 The organization of the academic structure shall be determined by the College President.

A Department Chair shall be appointed annually by the President and shall serve at the pleasure of the President or his/her designee. A Department Chair shall carry an instructional and noninstructional workload as assigned by the President or his/her designee and shall receive a minimum of a one (1)-course reduction per semester. The College shall use its best efforts to complete such appointments by May 15 for the upcoming academic year.

10.7.2 In addition to instructional responsibilities, the Department Chair shall be responsible for:

- a. providing educational leadership, direction and vision for the academic department, including developing new programs and updating existing programs;
- b. recruiting, recommending, supervising, and evaluating adjunct and full-time faculty and staff;
- c. monitoring programs with external constituencies (Running Start, e.g.);
- d. assigning faculty instructional responsibilities and, in consultation with the VPAA, non-instructional responsibilities;
- e. developing and monitoring professional development plans for faculty and staff;
- f. chairing department meetings; providing leadership in curriculum, program development, and program review;
- g. coordinating departmental accreditation activities;
- h. advising students;
- i. communicating and working with other academic and non-academic departments on college-wide issues;
- j. preparing and overseeing departmental budgets and expenditures;
- k. coordinating clinic/internship /coop/practicum sites;
- l. cultivating and maintaining partnerships with the professional community;
- m. participating in fund raising activities, where appropriate;
- n. assisting the VPAA in oversight of Academic Centers, where applicable;
- o. assisting the VPAA in oversight of academic matters, as appropriate;
- p. preparing teaching schedules.