

Rancho Santiago Community College District Duties & Responsibilities: Department Chairs

DEFINITION OF A DEPARTMENT CHAIR:

A faculty member who coordinates departmental activities under the direction of the division dean or appropriate administrator. Provides academic leadership to the department. Facilitates communication between the departmental faculty/staff and the division dean or appropriate administrator. Meets regularly with department faculty. Attends regularly scheduled meetings as called by the appropriate administrator.

SELECTION: Elected by faculty as determined by the department.

RESPONSIBILITIES OF A DEPARTMENT CHAIR:

A. Curriculum Planning

1. Keeps abreast of changes in career opportunities, job requirements, related interdisciplinary career developments, and demand for workers with training in discipline areas. Shares this information with colleagues and the Counseling Department. Keeps abreast of curricular development in other institutions. Acts as a leader in developing departmental offerings in occupational, transfer and general education curricula with appropriate department representatives in other discipline areas.
2. Assists in coordinating curricular offerings with other college departments and other colleges, universities and high schools.
3. Reviews, jointly with department faculty, current course outlines and prepares revisions or recommends new courses or programs to the area curriculum committee. Selects, jointly with department faculty, textbooks and recommends their adoption.
4. Represents the department, as needed, by serving on curriculum committees and submits pre-requisites and co-requisites for courses to college Curriculum and Instruction Council.
5. Conducts, jointly with department faculty, program review and quadrennial review activities.
6. Facilitates, jointly with department faculty, the development, revision and assessment of Student Learning Outcomes consistent with State requirements

B. Schedule

1. Recommends, after consulting with faculty, each semester's master schedule, enrollment limits and room assignments to the division dean or appropriate administrator.
2. Consults with discipline experts and recommends the assignment of adjunct faculty.