PIKES PEAK COMMUNITY COLLEGE

JOB DESCRIPTION

DEPARTMENT CHAIR

PURPOSE STATEMENT:

The Department Chair shall work under the direction of the Division Dean or Assistant Dean, and shall assist the Dean by providing leadership in curriculum and instruction, and by supervising adjunct instructors and programs as assigned by the Dean. Department Chairs are members of the regular faculty of the college and, as such, teaching remains their primary responsibility. Department Chairs shall be appointed by the Dean from among the faculty of the Division and shall serve at the discretion of the Dean.

DUTIES AND RESPONSIBILITIES:

A. Both Transfer and Career/Technical

1. Recommend the hiring, assigning, evaluating and, if necessary, terminating adjunct instructors to the dean.
2. Mentor, support, and provide orientation to adjunct instructors
3. Monitor enrollment before the semester begins to adjust the schedule as necessary
4. Handle student complaints, including grade disputes, relating to adjunct instructors
5. Prepare the semester schedules and compose catalog materials
   • Determine course offerings with the approval of the Division Dean
   • Review degrees, certificates and academic tracks and modify them as necessary
6. Approve substitutes for adjunct faculty, as appropriate
7. Schedule and conduct discipline meetings with adjunct and full-time faculty
8. Oversee discipline/department marketing, including program fliers and websites
9. Collect and review syllabi for course content including CCCNS and GE 25
10. Direct curriculum review
    • Oversee development of new courses
    • Prepare materials for CIP submission of new courses and course changes
    • Recommend basic skills standards for courses in the discipline
11. Attend division chair meetings
12. Maintain discipline/department – specific materials, supplies, and equipment
13. Meet with publishers’ representatives and complete paperwork for textbook adoptions
14. Order desk copies of textbooks as required
15. Monitor department/program budget
16. Work with Dean on announcements of new faculty positions
17. Serve as a community contact for the discipline/department
18. Act as department/program liaison for distance education
19. Coordinate transfer and articulation
20. Oversee credit for prior learning evaluations
21. Attend training sessions established by the college to inform chairs of policies and procedures and administrative processes

B. Career and Technical Specifics

1. Direct program reviews as required
2. Maintain an active advisory committee
3. Oversee course compliance per State, Federal accreditation or recertification