*Appendix C 92 Department Chair Job Description*

# PIKES PEAK COMMUNITY COLLEGE

# JOB DESCRIPTION

**DEPARTMENT CHAIR**

**PURPOSE STATEMENT:**

The Department Chair shall work under the direction of the Division Dean or Associate Dean, and shall assist the Dean by providing leadership in curriculum and instruction, and by supervising 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 or approved by the Dean from among the faculty of the Division and shall serve at the discretion of the Dean.

**GENERAL RESPONSIBILITIES:**

1. **BOTH TRANSFER AND CAREER/TECHNICAL**
   1. Recommend the hiring, assigning, evaluating, and, if necessary, coordinating termination of instructors with the Division Associate Dean and Dean
   2. Mentor, support, and provide orientation to instructors
   3. Monitor enrollment before the semester begins to adjust the schedule as necessary
   4. Handle student complaints, including grade disputes relating to instructors
   5. Follow-up on instructor grades, no-shows, and syllabus submissions
   6. Meet with publishers’ representatives and complete paperwork for textbook adoptions. Order desk copies of textbooks as required
   7. Maintain discipline/department – specific materials, supplies and equipment
   8. Monitor department/program budget(s) if needed
   9. Prepare the semester schedules and compose catalog materials
   10. Determine course offerings with the approval of the Dean or Associate Dean
   11. Meet and communicate with advisory group(s), if applicable
   12. Review transfer credit review requests from Records
   13. Review degrees, certificates and academic tracks and modify them as necessary
   14. Direct program review material as required
   15. Approve and coordinate substitutes for instructors, as appropriate
   16. Direct curriculum review, to include:

* 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
  1. Oversee Prior Learning Assessment and course transfer evaluation requests
  2. Coordinate instructor discipline meetings with Dean or Associate Dean
  3. Attend training sessions established by the college to inform chairs of policies and procedures and administrative processes
  4. Coordinate department meetings to disseminate best practice strategies for teaching, student retention, innovations, as well as other topics
  5. Oversee course compliance per State, Federal accreditation or recertification
  6. Oversee instructor assessment expectations and requirements
  7. Attend division chair meetings
  8. Maintain an active advisory committee (CTE only)
  9. Engage in department and division planning
  10. Coordinate transfer and articulation
  11. Act as department/program liaison for eLearning for instructors
  12. Act as department/program liaison for Advising and Testing
  13. Work with Dean on announcements of new faculty and instructor positions
  14. Other duties as assigned