

**ACADEMIC DEPARTMENT CHAIR**  
**Job Description**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

The Chair emerges from the faculty to assume a leadership role in the department. The Chair serves as mentor to faculty colleagues and as collaborator with other college administrative officers, interpreting college policy, advocating for his or her department from a perspective of the best overall interest of the College, and leading faculty in important processes that shape the curriculum and have an impact on student learning. All of this is accomplished through effective communication. Deans provide support, mentoring, and, where appropriate, more formal professional development opportunities for Chairs in helping them fulfill these roles. The Department Chair has the primary responsibility for communicating the department's needs to the divisional dean and the college community concerns to the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops, plans, and implements department objectives that directly support the college's mission, goals, and strategic plan.
- Works with the divisional dean to develop and assign class schedules that best serve students' and faculty members' needs.
- Works closely with faculty on assessment efforts at the classroom, program, and department levels, including assisting in program reviews and reviewing student evaluations of faculty.
- Assists the divisional dean in the implementation of academic policy.
- Reviews the department website regularly for accuracy and currency and oversees changes and updates.
- Assists students with the resolution of problems and complaints involving courses, curricula, other academic issues.
- Assists departmental faculty with the resolution of problems and complaints in accordance with college procedure.
- Facilitates procurement of textbooks as appropriate for the department.
- Evaluates full time and part time faculty in accordance with TSC policies and procedures.
- Responsible for recommending equipment and supplies for purchases and for projecting space and equipment needs for the department.
- Supervises the attendance, time commitments, and work assignments of department faculty and staff.

**REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong, demonstrated commitment to the mission of the community college.

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- Strong, demonstrated commitment to quality teaching, student success, and student completion.
- Demonstrated knowledge of the academic and instructional functions of the College.
- Demonstrated knowledge of curriculum development, assessment, and revision.
- Demonstrated knowledge in developing and monitoring student learning outcomes and student assessment strategies.
- General knowledge of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges.
- Excellent teaching, communication, interpersonal, and leadership skills.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to use technology in the teaching and learning process.
- Ability to establish and maintain positive and effective working relationships with students, college employees, and the public.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and effectively present information.
- Demonstrated commitment to student success and completion.
- Demonstrated excellent communication, interpersonal and leadership skills and the ability to work independently.
- Ability to grasp concepts and procedures quickly.
- Strong detail orientation and ability to multi-task with little direct supervision.
- Ability to work under pressure with multiple interruptions and still meet deadlines.
- Ability to work with a teams in a diverse working environment.
- Ability to thrive in a fast-paced, customer service-oriented, collaborative team environment.
- Ability to handle sensitive and confidential data with discretion.
- Demonstrated problem solving skills and the ability to lead, instruct, handle a large variety of details, and work with all levels of the organization.
- Proficient in the use of the Internet to access data, maintain records, generate reports, and communicate with others.
- A high level of energy and a good sense of humor, with the capacity for significant time and effort demands.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Must be a full-time faculty member.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- None required.

#### **CERTIFICATES AND LICENSURES**

- None required.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made

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to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_