

## **DEPARTMENT CHAIR, BUSINESS**

- POSITION:** Chair, Department of Business; a non-administrative leadership position appointed by the Executive Dean of Career and Technical Education and Vice President of Academic and Student Affairs
- CLASSIFICATION:** Full-time Faculty
- SUPERVISION:** Executive Dean, Division of Career and Technical Education
- LOAD:** 60% Full-time Tenured Faculty load in fall and spring semesters and 20%, Full-time Tenured Faculty load for summer semester
- TERM OF APPOINTMENT:** Unless otherwise explicitly agreed at the onset of the assignment, the term of appointment is for three years and, subject to mutual agreement, is renewable with no limit to the number of terms

### **COMPENSATION GUIDELINES:**

1. The Department Chair shall receive the identified load as re-assigned time in the fall and spring semesters. The remainder of the load shall be filled through classroom teaching.
2. The faculty member may elect to teach an overload. Such overload may be banked or paid out at the faculty member's discretion. If paid out and since the Chair position composes the majority of the load and responsibility for the faculty member, such instructional overload will be compensated according to the instructional summer/overload rate identified in the Faculty Contract.
3. The Department Chair shall receive the identified load in the summer period. The summer period is defined to encompass the days between spring semester graduation and fall semester faculty workshop. Again, the faculty member may elect to have the summer load banked or paid out. If paid out, the compensation will be at the stipend rate of \$5,000. This amount is in lieu of any previously considered semester before and after days related to the breaks between fall and spring semesters, spring and summer semesters, and summer and fall semesters. No per diem before and after days will be paid to the Department Chair. Additionally, the Chair will have the professional discretion to determine the campus schedule during the summer period and fall-to-spring intersession required to provide the leadership responsibilities identified for the position.
4. The faculty member may elect to teach during intersession or in the summer. Such load may be banked or paid out at the faculty member's discretion. If paid out, such instructional load will be compensated according to the instructional summer/overload rate identified in the Faculty Contract.

### **MINIMUM POSITION QUALIFICATIONS:**

- Tenured full-time faculty member with assigned teaching responsibilities in a discipline or program within the department

### **DESIRED POSITION QUALIFICATIONS:**

- A broad-based background in business
- Demonstrated excellence in teaching
- Academic leadership experience
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and teaching
- Knowledgeable in the use of technology in instruction and assessment
- Experience with the budget process and outcomes assessment
- The ability to work with coworkers in a collegial manner
- The ability to address opportunities and challenges in a collaborative effort leading to consensus and resolution
- The ability to provide constructive guidance to departmental faculty and staff

## DEPARTMENT CHAIR, BUSINESS

**RESPONSIBILITIES:** The Department Chair shall provide leadership and support for faculty, staff, curriculum and programs of the Department of Business through collaborative and constructive efforts in identifying and accomplishing departmental goals and objectives. The disciplines of Business include Accounting, Business Administrative Office Management, International Business, Marketing, and Management.

Specific responsibilities include, but are not limited to:

- Teach two classes (or a minimum of a 40% load equivalency) each fall and spring semester.
- Integrate departmental goals and objectives into college-wide strategic planning efforts.
- Hire, evaluate, discipline and fire departmental adjunct faculty.
- Coordinate the scheduling of departmental classes and associated classrooms, including lab classrooms.
- Coordinate the development of departmental operating and equipment budget priorities.
- Coordinate curriculum and program development, review and articulation activities, including program reviews.
- Coordinate departmental communication and chair regular departmental meetings.
- Coordinate the development of marketing strategies for the Department, including brochures, flyers, billboards, radio spots and the College Web page.
- Monitor the departmental budget.
- Monitor textbook and software orders.
- Identify and articulate departmental enrollment management strategies and priorities.
- Collaborate with Student Services in areas of student recruitment, advisement and job placement.
- Collaborate with the Academy for High Performance in identifying, offering and evaluating course offerings and program needs.
- Collaborate with the Lead Instructors in the Department and the Director of Resource Development in identifying and applying for grants in support of departmental programs.
- Assist the Lead Instructors in the Department with the assessment of student learning and data collection for TracDat and coordinate the entry of data into TracDat.
- Assist the Lead Instructors in the Department with the orientation of full-time and adjunct faculty.
- Assume responsibilities of the Lead Instructor of the Chair's academic discipline.