**DEPARTMENT CHAIR DUTIES AND RESPONSIBILITIES**

6.2.3.2 Job Description for Department Chairpersons: The following duties and responsibilities shall apply: Duties not listed cannot be added to the regular department chair responsibilities except by mutual agreement between the District and United Faculty.

6.2.3.2.1 Represent the department and act as liaison between the management and department members.

6.2.3.2.2 Listen to student inquiries, complaints and grievances about department members and matters. Attempt to resolve matters or refer matters to Dean when

appropriate.

6.2.3.2.3 Be regularly available to colleagues and answer departmental inquiries and attempt to resolve complaints and grievances on a department level in a timely manner.

6.2.3.2.4 Coordinate the preparation and submission of class schedules to Division Dean, meeting established deadlines.

6.2.3.2.5 Participate in the hiring process for full and part-time faculty, including recruiting faculty to serve on selection committees.

6.2.3.2.6 Coordinate faculty evaluations for regular and part-time and substitute faculty in the department**.**

6.2.3.2.7 Assist in the orientation of new faculty.

6.2.3.2.8 Contribute, as needed, in budget development process. Monitor and maintain department budgets.

6.2.3.2.9 Represent or delegate representation of the department at appropriate division/administrative/college/district meetings.

6.2.3.2.10 Coordinate the development of course reviews, revisions, additions, and deletions. Oversee changes in course outlines and catalogue changes.

6.2.3.2.11 Be responsible for meeting Curriculum Committee deadlines and seeing changes through the Curriculum Committee.

6.2.3.2.12 Disseminate information about curriculum changes to department members in a timely manner.

6.2.3.2.13 Convene department meetings as often as necessary to meet deadlines and responsibilities.

6.2.3.2.14 Assist with student recruitment and community outreach when appropriate.

6.2.3.2.15 Coordinate program review and institutional planning.

6.2.3.2.16 Assist with the maintenance of files on current course outlines, syllabi, textbook orders and class schedules.

6.2.3.2.17 Assist in the development of grant applications and special funding.

6.2.3.2.18 Assist in monitoring the use and condition of facilities and equipment assigned to the department.

6.2.3.2.19 Provide appropriate input for the evaluation of classified staff as needed.

6.2.3.2.20 Evaluate, when appropriate, hourly and student employees.

6.2.3.2.21 Assist counselors/advisors and the articulation officer to clarify and update information on departmental courses.

6.2.3.2.22 Advocate on behalf of the department and work with the administration to effect changes requested by the department.

6.2.3.2.23 Disseminate appropriate information.

6.2.3.2.24 Assist in implementing district and state mandated changes.

6.2.3.2.25 Coordinate the development and maintenance of departmental guidelines.

6.2.3.2.26 Oversee and facilitate the development and assessment of course and program-level student learning outcomes.

6.2.3.2.27 Facilitate implementation of drop-in hours-by arrangement.

6.2.3.2.28 Facilitate requisition of supplies, textbooks and teaching materials.

6.2.3.2.29 Participate in facility development.