

**County College of Morris
Position Description**

Position: Assistant Department Chairperson Department: Various

Incumbent: _____ Job Analyst: V.P. Academic Affairs

Union Affiliation: ACAC Grade Level: N/A

Job Description Completed (date): November, 2018

Primary Objectives:

The assistant department chairperson is delegated certain responsibilities for the management of an academic area or discipline within the department. The assistant department chairperson reports to the division dean. Assistant department chairpersons are recommended by the Dean annually and are included in the management structure of the Division of Academic Affairs. This position provides release time from teaching responsibilities at a ratio of 2 to 1, as per past practice. Additionally, a stipend is earned for the responsibilities performed as needed. Under the direction of the department chairperson, the assistant chairperson provides support in the following areas:

Specific Responsibilities & Duties:

Task Statements:

- Provides and demonstrates sound academic management and leadership relative to all faculty and staff in the department, including the responsibility for ensuring that all policies and procedures contained in college contracts, college handbook, and/or those stipulated by the Office of the Vice President of Academic Affairs are enforced.
- Evaluation of faculty and support of professional personnel in the area. Assists in the recruitment process of new and/or replacement full-time and adjunct faculty.
- Developing and implementing professional development programs for department staff.
- Integration of appropriate technologies and methodologies into the teaching/learning process, the course content of the courses in the discipline, outcome measures, textbook selection, inventory of items in the area, items pertinent to grants and items for the department annual report.
- Preparation of academic teaching schedules for all faculty in the department. Also may assist in coordinating all course syllabi and course content between full and adjunct faculty.
- Fiscal matters as well as in managing outcomes assessment activities.
- Promotion of programs, including representing the department in college wide and community activities including service on college committees and at registration events.
- Facilities operations which may include the evaluation of needs and strategic planning for facilities upgrades.

Facilities and equipment maintenance and repair schedules. Ensures proper management of stored materials and waste and coordinates disposal of waste materials in accordance with established guidelines.

Prepares for regulatory agency site visits and completes required documentation.

May be assigned other duties and responsibilities within the scope of this position description by either the department chairperson, division dean, or the Office of the Vice President of Academic Affairs as may be appropriate to the needs of the College.

Job Requirements:

A) Education: Minimum of a Master's Degree.

B) Job Experience:

Working knowledge of all courses and programs of study offered by the department.

D) Other:

Knowledge of College Learning Management System
and other technology used in department instruction

Detail oriented and organized

Knowledge of Microsoft and Outlook software or similar packages

Able to communicate effectively both verbally and in writing

Supervision:

C) **Direct Supervision** – List those position(s) which report directly to this individual:

Departmental staff and faculty as assigned.

D) **Indirect Supervision** – List those position(s) which report indirectly to this individual:

Department faculty

Approvals:

Department Chair

Division Dean

Vice President, Academic Affairs

Dated: _____