

**County College of Morris
Position Description**

Position: 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:

Department chairpersons shall provide leadership to the department to ensure the excellence of curriculum and instruction. This shall include such matters as: recruitment, appointment, reappointment and professional development of faculty; curriculum design and review; and the development and implementation of new programs to meet the changing needs of students and society. The position reports directly to the division dean and is appointed on an annual basis. The 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. The following responsibilities pertain to the position:

Specific Responsibilities & Duties:

Task Statements:

Program Leadership and Support

Provides a broad-based knowledge of areas within department and utilizes effective interpersonal skills to establish and maintain the trust of the faculty, ensuring open lines of communication with faculty and students.

Evaluates curriculum and content of department course offering; coordinates offerings to provide effective transfer to four-year institutions and to ensure employability of career students. Conducts department program evaluations/curriculum reviews for the College Curriculum Committee and/or external accrediting and regulatory agencies as required in collaboration with the Division Dean.

Ensures 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 followed.

Coordinates all course offerings of the department to ensure the academic integrity of the department's courses and programs of study.

Collaborates with the Division Dean to develop new courses and curricula or specialized programs to meet identified needs of the community.

Determines, in conjunction with the members of the department and in collaboration with the Division Dean, the content of the courses offered through the department and the prerequisites and corequisites for each course. Develops and assesses course outlines, course syllabi, outcomes measures and other materials used to ensure that appropriate

competencies are achieved and facilitates the integration of appropriate technologies and methodologies into the teaching/learning process.

Develops outcomes assessment activities for courses and programs of study in collaboration with the Division Dean.

Promotes programs and courses and assists in the development of appropriate department brochures. Provides relevant departmental information for inclusion in the college catalog.

Assists the division dean in long-range planning and resource development for the division.

Represents the department at college-wide and community activities including service on college committees and at registration events.

Staff and Program Management

Recruits, interviews and recommends new and replacement full-time and adjunct faculty to the division dean. Plans and implements, with the assistance from the division dean, the orientation for all new full-time and adjunct faculty to the college and to their duties and responsibilities.

Conducts formal administrative evaluations of faculty for the purposes of renewal of annual contracts, promotion, tenure and five-year evaluations.

Prepares academic schedules for faculty members in the department in consultation with the division dean and provides data necessary for preparation of the master instructional schedule to the Vice President of Academic Affairs.

Coordinates the scheduling of faculty to assist in academic advisement and registration including posting of a signup sheet in the Chair office by September 1.

Recruits and supervises support personnel in the department, including conducting formal annual evaluations.

Plans and conducts department meetings to consider all matters relative to the department and assure that minutes are shared with the appropriate division dean. Ensures that advisory committee meetings are held on a regular basis.

Coordinates the selection and ordering of materials and textbooks for the Learning Resource Center and the Bookstore respectively.

Advises and counsels students and acts as the first level of appeal for student complaints.

Coordinates professional development activities for department faculty and staff.

Budget Responsibilities

Develops annual budget for the department in collaboration with the Division Dean and in accordance with fiscal policies and established procedures of the college. Maintains and supervises use of operational expenditures for the department.

Develops the department annual report and other requested information.

Ensures accuracy in the annual inventory of the department.

Facilities Management

Oversees facilities operations and evaluates needs and strategic planning for facilities upgrades. Responsible for 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 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.

C) Other: Detail oriented and organized
Knowledge of Microsoft and Outlook software or similar packages
Able to communicate effectively both verbally and in writing
Working knowledge of CCM Learning Management System and other technology used in instruction.

Supervision:

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

Department faculty and staff as appropriate.

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

Approvals:

Division Dean

Vice President, Academic Affairs

Dated: _____

**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: _____