

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**TITLE:** Department Chair

**DIVISION:** As assigned

**SECURITY SENSITIVE:** Yes

**JOB TITLE CODE:**

**FLSA STATUS:** Exempt

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**FUNCTION:** Assist the dean in planning, coordinating, scheduling and evaluating the academic program within an academic department. In consultation with the dean, create a good learning atmosphere within the department's classrooms and labs, and be responsible for staffing classes and other instructional efforts.

**REPORTS TO:** Academic Dean

**SUPERVISES:** Associate faculty within assigned disciplines and assigned support staff.

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**MAJOR RESPONSIBILITIES:**

**Essential Job Functions**

- 1) Assist with the development and implementation of the academic strategic plan within the department.
- 2) Manage departmental academic affairs to include the class schedules, syllabi, course inventory and catalog.
- 3) For chairs with administrative responsibility for multiple disciplines, ensure that faculty members with academic preparation and expertise in each discipline manage the curriculum.
- 4) Manage budget, capital and physical equipment of the department.

- 5) Recruit, interview and recommend employment of culturally diverse associate faculty in consultation with the dean and full-time faculty in the department.
- 6) Ensure that the credentials of associate faculty comply with college policy and accrediting guidelines and that required documentation is complete.
- 7) Coordinate with full-time faculty the mentoring, class visitation and written evaluation of associate faculty.
- 8) Coordinate the assigning and documentation of substitute faculty when the contracted faculty member is unable to meet assigned classes.
- 9) Coordinate textbook selection within the department.
- 10) Recommend the selection of materials such as instructional equipment, computer software and lab materials for the department.
- 11) Actively participate in assisting the college to maintain criteria required for accreditation.

### **Marginal Job Functions**

- 1) Recommend and coordinate staff development activities for full-time and associate faculty within the department.
- 2) Coordinate special department activities.
- 3) Originate, implement and coordinate appropriate labs and lab components.
- 4) Represent the college/department within the community at various functions.
- 5) Plan and conduct program advisory committee meetings twice a year or more if needed.
- 6) Supervise instructional/laboratory assistants/associate as appropriate.
- 7) Perform other duties as determined in consultation with the division dean.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

Demonstrated knowledge and competence in assigned disciplines.

Knowledge of current developments in related fields of specialization with the ability to keep current with new developments.

Skill to perform effectively in interpersonal situations.

Skill to effectively plan work activities, schedules, priorities and utilization of resources.

Broad educational background and experience which demonstrates abilities in and the principles of teaching, management and public relations.

Ability to demonstrate consideration of others.

Ability to manage time and evaluate employee or students' progress.

Ability to clearly and effectively present ideas in meetings and in oral presentations.

Written skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty and the general public.

Ability to meet deadlines for reports and assignments.

Ability to perform all essential functions of this job.

## **Education and Experience:**

**Education:** Master's degree from a regionally accredited institution with academic credentials in a CCCCDD teaching field.

**Experience:** Three years teaching experience in higher education.

**Licenses/Certificates:** N/A

*NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.*

*Employees of CCCCDD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.*

*Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.*

*Employees must abide by all laws, college policies and guidelines.*

*Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.*