

Title: Department Chairs Policy, Role, Selection Procedure and Duties

- ☐ **Initial Action:** 5/09
 - ☐ **Board Resolution:** 10-017
 - ☐ **Last Revised**
 - **Policy:** 10/2015
 - **Procedure:** 02/2023
 - ☐ **Last Reviewed:** 02/2023
 - ☐ **Effective:**
 - ☐ **Next Review:** 2/1/2025
 - ☐ **Responsibility:** Academic Programs
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POLICY:

Departments will be created based on the needs of the College, and these departments will have designated department chairs. The department chair is the advocate for his/her department and acts under the direction of the Chief Academic Officer (CAO) or designee to fulfill the assigned duties appropriate to the department.

PROCEDURE:

1. To be considered for the role of department chair, preference will be given to individuals who are full-time faculty members at Cecil College with at least three years of full-time experience or the equivalent at Cecil College. Newly hired faculty with at least three years of full-time experience or the equivalent elsewhere may also be considered. In some departments, the chair's responsibilities are necessarily defined in the job description or by accrediting bodies. In these instances, chair appointments will be long term and not subject to the election process, but will be fulfilled/determined by hire/position requirements.
2. The year a department Chair's term is due to end, that department, during the end of the Fall or the beginning of the spring semester, will elect a department chair for the next three-year term. This will occur by March 1st, if applicable, as follows:
 - a. Department members will anonymously nominate individuals for department chair.
 - b. Individuals can self-nominate.
 - c. Nominated individuals may decline the nomination.
 - d. an anonymous ballot, will be conducted, electronically or in-person, accounting for all full-time faculty. The appropriate Dean may help facilitate the voting process if the incumbent is interested in seeking re-election.
 - e. In a case in which a faculty member vacates the role outside of the Fall or Spring semester, the Dean/CAO will appoint an interim Chair to complete the academic year. The process for chair selection will take place to select a chair for the following academic year and associated three-year term.
3. Should the vote be unresolved, the department will meet with the Chief Academic Officer or designee within a month, who will then make recommendations for the department chair position.

4. Chairs shall include the meeting minutes from the date on which the vote occurred, including the results of the voting procedure, in the annual departmental report to be reviewed by the CAO or designee. If it is not a voting year, that will be recorded in the annual departmental report.

5. Faculty members performing department chair duties will receive release time of 9 credits per contractual year. Credits can be subdivided and assigned by the Chair, after notification and approval of the CAO or designee, within the department to faculty who provide significant oversight for a program or discipline area.

6. The appointment will be for a three (3)-year term. At the end of that term, the selection process will be repeated. There are no term limits for the position.

DUTIES:

Fiscal Management

1. In collaboration with full-time departmental faculty and division dean, contributes to the development of the department's annual budget requests.
2. In collaboration with the area dean, monitors expenditures and requests new initiatives and additions to base budget.

Personnel

1. Confers with the CAO or designee on full-time faculty members' fulfillment of departmental responsibilities.
2. Recommends the hiring of departmental adjunct faculty. Specifically, the chair:
 - a. Submits requests for and reviews all applications.
 - b. Interviews applicants in consultation with appropriate department faculty.
 - c. Schedules adjunct teaching assignments.
3. Facilitates the orientation and mentoring of newly hired full-time and adjunct faculty.
4. Collaborates with the dean regarding the supervision of adjuncts, ensuring that all adjunct faculty members are evaluated in accordance with college policy. Other full-time faculty with the appropriate area of expertise may assist with adjunct faculty evaluation as needed. Adjunct faculty evaluation completion is reported in the Department's annual report. If necessary, works with the Dean in providing an improvement plan to remediate any weaknesses and makes the recommendation regarding retention of the adjunct faculty member.
5. Collaborates with the appropriate supervisor on the performance of the labs in support of the departmental goals.

Scheduling

1. In cooperation with the Dean and faculty, develops the department's schedule of classes taking into account the needs of the students, the needs of the College, the desires of the faculty, and the availability of adjuncts.
2. Facilitates the submission of departmental book orders.
3. Collaborates with the Dean in monitoring course enrollments and recommends the addition or cancelation of sections in consultation with affected faculty.
4. Collaborates with the Dean in monitoring class size limits and communicates changes in those limits to affected faculty in a timely manner.

Programs/Curriculum

1. Facilitates the use of master syllabi for all courses, ensuring the use of consistent student learning outcomes within the discipline.
2. Monitors the use and development of course syllabi.

3. Coordinates with full-time and adjunct faculty members to ensure department assessments are completed.
4. Encourages, supports, and assists in the coordination, development, and revision of student learning outcomes, new courses, programs, and curricula.
5. When applicable, helps assure program compliance with external accreditation or regulatory agencies' requirements.

Leadership/Advocacy

1. Coordinates with the dean to conduct departmental meetings as needed, presents an agenda, and records minutes.
2. With input from faculty, selects the recipient and coordinates the presentation of the yearly departmental awards.
3. Coordinates with the dean and other members of the department the writing and submission of the annual departmental report and program review.

College Administration

1. Attends and participates in the meetings of the staff of the Chief Academic Officer or designee (i.e., department chairs) and other meetings as assigned or necessary (i.e. state affinity group meetings).
2. According to college policy, recommends the use of Independent Study Contracts and co-requisite and prerequisite waivers. When the chair's recommendation conflicts with the full-time faculty member, the matter is forwarded to the Chief Academic Officer or designee for resolution.
3. Recommends search committee members for full-time positions within the department and participates in the search process.
4. Coordinates department faculty members' contractual committee work and facilitates adequate department representation on relevant committees. Refers any conflicts associated with this to the appropriate dean.
5. Assists with ensuring that content on departmental webpages is accurate and current.

Academic Relations

1. Assists the office of Academic Programs in establishing transfer and articulation agreements with other colleges and universities as needed.
2. Coordinates department representation in college recruiting events.

Advisement/Student Support

1. While the instructor is the first level of review for student complaints, the chair serves as the second level for such complaints. If no resolution is reached, the chair will forward the matter to the designated administrator

within the appropriate time period, as determined by College policy.

2. The department chair is the student contact point for course scheduling related requests.

Grants

1. Provides discipline expertise related to grant proposals and/or administration. Supports any grant writing initiatives.

Other duties may be assigned by the Chief Academic Officer or designee.