Department Chair Duties for Teaching Faculty (12-16)

Primary Duties:
- Collaborate with deans and directors on departmental budgets, and actively monitor budgets
- Collaborate with deans, directors, and other department chairs to develop schedules and related materials
- Assign part-time and full-time faculty to classes in the schedule in collaboration with deans/directors and department faculty
- Assist the dean with hiring new part-time faculty
- Complete program review and other accreditation, licensing, reporting requirements
- Assist in developing and writing budget proposals (e.g. performance packages, strategic fund requests, technology fee requests, and course fee requests) as needed
- Monitor book orders from full- and part-time faculty as appropriate, ensuring timely submittal and adherence to departmental policies
- Organize and conduct department meetings on a regular basis
- Attend Academic Affairs and division leadership meetings
- Collaborate with deans/directors to manage the department's curriculum at the course and program level
- Be responsible for the integrity and quality of the department's courses and overall program (e.g. textbook selection, consistency or content of syllabi)
- Provide initial guidance to part-time faculty, providing them with the course outline and outcomes and at least one meeting. Provide ongoing guidance and instructional support for part-time faculty as appropriate
- Lead departmental work around student learning outcomes and continuous improvement. Summarize this work and submit to dean quarterly
- Be responsible for the content of the department website

Duties that apply to some departments
- Maintain inventory of specialized supplies
- Maintain relationships with partner departments at OSU and/or other university partners and maintain articulations
- Maintain an advisory committee according to the Workforce Council's Advisory Committee Standards
- Build and maintain relationships with employers and high schools
- Be the departmental resource for community partners (e.g. high schools) on curricular questions
- Provide guidance for the dean in student grade disputes or other student issues as appropriate
- Meet with new students or prospective students as appropriate
- Participate in recruiting events
- Conduct preventative equipment or facilities maintenance as needed up to the amount specified in Article 8.G of the Faculty Association Contract for receiving additional compensation
- Administer specialized departmental scholarships
- Represent the department at statewide or other external stakeholder meetings
- Review course descriptions/syllabi from other college to determine how/if classes from other colleges transfer to LBCC