

**APPENDIX D****DEPARTMENT CHAIR****Introduction:**

The Department Chair shall be responsible and accountable for the day-to-day operations and academic issues within the department. The working relationship which is fostered between the department faculty, Department Chair, and Division Chair shall be considered the basis for establishing and maintaining the college's shared governance model in working with administration. The Department may be given reassigned time or other compensation for carrying out his/her duties and responsibilities in accordance with Article 20.

**Duties and Responsibilities:**

In cooperation with members of the department and other staff, the Department Chair shall ensure that the following duties and responsibilities are successfully achieved:

1. Facilitate the development of annual goals and objectives by the department, and identify means for communication, implementation, and achievement of these goals. Provide an ongoing communication link with the department and the Division Chair. Maintain regular, ongoing communication with Department members and the Division Chair.
2. Coordinate efforts of department/program faculty to complete Program Review and implement recommendations, and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
3. Assist in the recruitment, hiring, orientation, and appraisal of full-time and associate members, instructional aides, and other staff.
4. Provide leadership in the preparation and updating of course outlines and catalog information. Assist in the development of curriculum/programs and the implementation of the curriculum approval process at the department level.
5. Ensure that all instructional members of the Department provide a current course syllabus to each student in their classes and to the division office or Office of Instruction.
6. Prepare and implement a WSCH/FTE Plan for the department. Prepare all schedules for the department/program and assist the Division Chair in final preparation of the published schedule.
7. Prepare, supervise, and monitor all aspects of the department's budget, and discuss periodically with the Division Chair.
8. Act as the first line of authority relative to student and departmental faculty complaints/concerns and inform the Division Chair of the nature, status, and action

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taken, while at the same time maintaining the professional academic integrity and privacy of all parties concerned.

9. Assist in maintaining and updating the college catalog on matters relating to departments or programs.
10. Plan and conduct department meetings.
11. As appropriate, establish and maintain a close liaison with community, business and industry through visitations and meetings. Ensure that advisory committee meetings are held as required by Education code.
12. Ensure department/program representation, when necessary, at Board meetings and on district and college committees.
13. Work with the Articulation Officer on assuring that articulation agreements with school districts, state colleges/universities, community, state, and federal agencies are maintained and periodically updated.
14. Assist the Division Chair in administering College's/District's policies and procedures, including compliance with all bargaining unit agreements.
15. Assist and support the Division Chair in the completion of his/her duties and responsibilities such as verifying the accuracy of payroll forms.
16. Maintain and annually update the associate faculty pools and recommend associate and substitute instructors in accordance with District policy.
17. Facilitate departmental requests in the scheduling, use, and maintenance of equipment and facilities.
18. Assist the Division Chair in other duties as defined in consultation with the Division Chair and/or the department.

*Note: The Department Chair job description specific to West Valley College shall be eliminated.*

*Note on the parties' intent: With the removal of "With direction from the appropriate Division Chair," the parties do not intend to change the pre-existing organizational structure of the District or management responsibilities of any position.*