

Academic Division Dean and/or Chair

The Academic Division Dean and/or Chair is directly responsible under the Vice President for Academic Affairs for the supervision and execution of the work and activities of their assigned division. The Division Dean and/or Chair is an administrative appointment by the Vice President for Academic Affairs. All Division Deans and/or Chairs will have up to a three-year renewable term with a minimum of a 3 SH reduction in teaching load per semester.

1. Qualifications:

- Full-time faculty member with the rank of Assistant Professor or higher;
- Experience that reveals evidence of leadership abilities;
- Ability to work effectively with division members, students, and administrators;
- Administrative ability;
- Efficiency in budget construction and management;
- Evidence of scholarship and effective teaching;
- Willingness to support the goals and objectives of the University and the division;
- Consent to serve.

2. Responsibilities:

Division Deans and/or Chairs are directly responsible to the Vice President for Academic Affairs. Their responsibilities include, but are not limited to, the following:

- To coordinate the programs within the division in order to integrate the work of the division;
- All part-time and adjunct faculty appointments and faculty overloads for fall and spring semesters are submitted by the time as specified by and to the Office of Academic Affairs;
- To prepare, in consultation with the division faculty, recommendations for the revision of objectives, programs, and course descriptions for the University catalog which are in harmony with the objectives of the institution;
- To propose and assist with the development of new programs within the division;
- Attend all Curriculum Committee meetings during the academic year and others as necessary. If an academic chair is unable to attend a division representative is required;
- To prepare, with recommendations from division faculty, the agenda and preside at division meetings at least monthly during the academic year and post minutes of division on the internal web resource accessible by the Office of Academic Affairs;

- To promote, coordinate, and supervise the development of inter-disciplinary courses within the division and between divisions;
- To promote and assign as appropriate faculty involvement in university and state level committees such as the Assessment Committee, etc;
- To work with division faculty and appropriate campus offices for the recruitment and retention of students for their academic areas;
- To actively participant in academic and co-curricular assessment for the improvement of instruction and for the requirements of regional and specialized accreditation. Also, to encourage or assign other faculty within the division to actively participate;
- To assist with the orientation of new division faculty and assign a faculty mentor;
- To plan, with the assistance of discipline faculty, the teaching schedules of division faculty, subject to the approval of the Vice President for Academic Affairs;
- To meet with each divisional faculty member and develop jointly, agreed upon goals and objectives, conduct annual performance evaluations, and to provide support for division faculty in matters regarding promotion and tenure processes; provide leadership and supervision to divisional support staff members;
- After consultation with discipline faculty, to submit to the Vice President for Business Affairs & Vice President for Academic Affairs the operational (non-salary) budget recommendations for the disciplines within the division and to effectively administer the budget once approved;
- To confer with the Vice President for Academic Affairs concerning staffing needs and, in cooperation with the appropriate discipline faculty, develop position descriptions for vacancies, assist with advertising openings, review applications for vacancies, interview applicants, and make recommendations to the Vice President for Academic Affairs concerning faculty appointments;
- To encourage active participation of division faculty in professional organizations, to present at state, regional and/or national conferences to be involved in research and pursue the publication of professional activities;
- To maintain appropriate records for the division, including syllabi of all division courses, leave recommendations, faculty plans and meeting summaries in coordination and compliance with the Office of Academic Affairs;
- To provide for adequate academic advising for students enrolled as majors within the division by the distribution of advising upon division faculty;
- To encourage and support excellence in teaching, service and research;
- To cooperate with the Library Director and the library staff in the improvement of the library holdings relative to the division and to promote the use of the library by faculty and students;
- To recommend to the Vice President for Academic Affairs the allocation of in-state and out-of-state travel funds for division faculty;

- Complete any other duties as assigned by the VPAA.

3. Division Chair Summer Responsibilities:

All Division Deans and/or Chairs will have a summer commitment equivalent to a minimum of a 3 SH teaching load unless on an extended contract.

Responsibilities include, but are not limited to, the following:

- All faculty appointments for summer courses are submitted to the VPAA office prior to spring commencement;
- Submit contact information (cell phone number, vacation dates/locations) to VPAA office for contact as necessary;
- Attend all Curriculum Committee meetings in June and August and others as needed. If an academic chair is unable to attend a division representative is required;
- Attend any meetings called by the VPAA for academic purposes which would require Division Chair input;
- Assure annual faculty evaluation processes are completed, including filing evaluations and addendums with Human Resources and Academic Affairs, as well as review and plan divisional responsibilities for the coming academic year;
- Provide leadership and supervision to divisional support staff members;
- Assist with any and all search processes for faculty within their division should these search be held during the summer;
- Be available either in person or by phone regarding the following items:
 - Division faculty who might fail to submit summer grades
 - Any emergency within the division
- Confirm with the VPAA office that all full-time faculty in their division will be returning in the fall;
- Be available to assist with advising new students during the summer session;
- Be available to evaluate new online courses:
 - Complete online course evaluation training
 - Serve as an online course evaluator
- Complete any other duties as assigned by the VPAA.

Adopted: Spring, 2019

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Sponsored by: Vice President for Academic Affairs