

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2440
Page 1 of 2

DEPARTMENT CHAIR

Appointment

Department Chairs are appointed by the Superintendent/President, and ratified by the Board of Trustees.

Responsibility

Department Chairs are responsible to the Vice President of Instruction and/or the appropriate Dean of Faculty. Department Chairs will maintain direct access to the Vice President of Instruction.

Tenure of Office

Appointment is made for an indefinite period of time with evaluation at least once every two years.

Duties

The Department Chair shall be responsible for supervising, promoting, organizing, and coordinating the department program for the day, evening, and summer session and shall perform the following duties:

1. Educational Functions
 - a. Recommend curricular changes.
 - b. Supervise the preparation of new course outlines and the version of current outlines, as necessary.
 - c. Recommend catalog revision.
 - d. In cooperation with members of the department, recommend class schedules and teacher load assignments.
 - e. Participate in the selection of departmental personnel.
 - f. Cooperate with the execution of Policy-6200 - Textbook Adoption and Procurement, and request library materials according to Policy-6200.
 - g. Make requests for Federal and State financial grants.
 - h. Participate in the evaluation of day and evening faculty:
 - (1) Day Faculty - Make at least one evaluation visit, followed by a conference, each semester for each contract teacher. All permanent teachers are to be evaluated at least once every two years. Submit a written report of the visit and conference to the Vice President of Instruction.

(2) Extended Day Faculty - Make at least one evaluate visit, followed by a conference, during a new teachers' first semester of work. All teachers are to be evaluated at least once every two years. Submit a written report of the visit and conference to the Dean of Extended Day.

- i. Work with advisory committees.
- j. Work continuously with department members for improvement of instruction through in-service education.
- k. Supervise summer session instruction when employed as a summer school teacher.
- l. Recommend conference attendance for members of department (sending the application forms to the Vice President of Instruction one month prior to date of the conference.)
- m. Supervise all departmental faculty members to insure proper maintenance of all scheduled classes and office hours.

2. Staff Functions

- a. Hold staff meetings as needed with the minimum of four (4) each year. A copy of the minutes of meetings shall be forwarded to the Office of Instruction.
- b. Conduct orientation meetings with new teachers before the beginning of each year and with part-time evening staff members at the beginning of each semester.
- c. Maintain office hours each day of the regular school year.

3. Business Functions

- a. Prepare an annual departmental budget.
- b. Submit specific and bid lists for equipment.
- c. Select bid items which meet specifications and department needs.
- d. Order departmental supplies.
- e. Assist with development of building plans.
- f. Recommend the hiring of needed part-time classified employees; i.e., readers, clerks, instructional aides, student help, etc.

Adopted3/4/64
Revised.....11/15/71
11/18/75
12/14/76
6/12/79
2/21/95