

**SAN JACINTO COLLEGE  
JOB DESCRIPTION**

**TITLE:** Department Chair

**DEPARTMENT:** Liberal Arts

**SECURITY SENSITIVE:** Yes

**FLSA STATUS:** Exempt

**GRADE:**

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**FUNCTION:** The Department Chair translates the strategic directions from the Dean and College leadership into instructional activities. The Department Chair utilizes specific resources to achieve instructional goals of the division; leads and evaluates the faculty members; coordinates continuous improvement initiatives; and uses experience, best practices, plans, processes, and teams to produce clear deliverables and outputs. All employees of San Jacinto College are expected to demonstrate the values of the institution.

**REPORTS TO:** Dean

**SUPERVISES:** Faculty

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**MAJOR RESPONSIBILITIES:**

**Essential Job Functions (10 or less):**

1. Decision-Making and Leadership
  - a. Creates and approves goals for department by interpreting and supporting the goals of the institution as they relate to the department
  - b. Implements and/or reinforces changes based on policy decision; interprets department policies to faculty, staff, students, and/or public
  - c. Initiates and maintains communication with administrative staff, faculty, students, industry, external community, state, and national agencies
  - d. Informs the dean of decisions involving changes in the department and issues related to other campuses
  - e. Conducts meetings with faculty to evaluate and approve departmental plans and delivery of instruction
  - f. Provides for the necessary research and department support to obtain/maintain external grant funds or donations if appropriate
  - g. Resolves issues between faculty and student
  - h. Keeps current on trends, issues and initiatives that may impact teaching and learning within the departmental programs
  - i. Assigns teaching loads and other departmental duties
  - j. Identifies 'best practices' for department or processes
  - k. Monitors compliance with policies and procedures of the College

1. Attends meetings (e.g. department meetings, task forces, committees, councils)
2. Department Operations – Non-Faculty Activities
  - a. Prepares the annual department budget
  - b. Reviews/approves the purchases of goods and services
  - c. Develops Unit Plans/Program Assessment Plans
  - d. Develops and/or reviews class schedules
3. Department Operations – Faculty Activities
  - a. Recommends renewal of faculty contracts. Reviews and approves personnel changes within the department and forwards forms to the respective dean
  - b. Determines personnel needs in the department and makes appropriate requests in writing and participates in hiring interviews in conjunction with the appropriate search committee
  - c. Performs tracking and analyzing of program data, specifically student performance and enrollment data
  - d. Develops and implements strategies that support program completion, job placement, and/or transfer opportunities for students when appropriate
  - e. Ensures department participation in student recruitment efforts including new student orientations, job fairs, open house and college night events
4. Professional Development and Performance Management
  - a. Evaluates individual teaching effectiveness at least annually using consistent evaluation procedures, and informs the dean of any concerns about the performance of department members
  - b. Recognizes faculty who demonstrate a high level of teaching effectiveness, giving recognition for positive actions of faculty as well as offering constructive suggestions for professional growth
  - c. Supervises and evaluates new faculty and staff
  - d. Provides and/or promotes professional development opportunities to members of the department as appropriate
  - e. Meets with faculty and/or staff members to create the KPIs that reflect the particular needs of the department, as well as consideration for the annual priorities of the College that impact teaching and learning
  - f. Provides evaluation and ongoing feedback about faculty and/or staff performance
  - g. Participates in validation meetings to review and discuss performance ratings of department members with campus leadership
5. Curriculum and Assessment
  - a. Facilitates assessment of student learning outcomes
  - b. Facilitates the development of curriculum programs, projects, and initiatives in support of the college's mission and strategic plan and the college's facilities master plan
  - c. Works with the Office of Institutional Research in gathering data (surveys)
  - d. Participates in activities associated with SACS accreditation, program accreditation and/or program review
  - e. Monitors program compliance with national, state, and/or regional agencies

**Additional Job Functions:**

1. Administrative duties as needed to oversee departmental budgets
  - a. Reviews departmental budgets
  - b. Follows and reviews procurement activities
  - c. Reviews compliance to Blackboard standards for faculty
  - d. Approves departmental payroll
  - e. PAR form processing
2. Collaborates with program directors and faculty to develop and implement innovative partnerships with governmental agencies, high schools, and universities.
3. Participated in reviews of division programs selected for the annual program review process.
4. Teach a minimum and maximum of one (1) class per year during the summer only.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities:**

- Applicant must be willing to work a five day workweek, Monday – Friday; must be willing to work additional hours as needed
- Applicant must have excellent communication skills, demonstrated tactical leadership abilities and proven results;
- Proven teaching success in higher education;
- Demonstrate knowledge and achievement in curriculum management;
- Possess effective and consistent organizational, conflict resolution, management, and organizational skills;
- Possess strong verbal, written, and interpersonal skills;
- Demonstrate sound working knowledge of personal computer hardware/software, business management software (i.e. Banner), and the Internet;
- Administrative experience, including ability to establish priorities and make difficult choices among competing demands and to make decisions in a consultative and informed manner;
- Previous experience and ability to effectively and consistently lead and motivate staff.

### **Education and Experience:**

**Education:** Bachelor's degree from regionally accredited institution required. Master's degree from regionally accredited institution preferred.

**Experience:** Five years in community college setting to include teaching and /or administration required. Five years teaching and three years progressive leadership or equivalent experience preferred.

### **Licenses/Certifications:**