

Department Chair Responsibilities

- Serve as content point of contact
 - Advise Division Director
 - Answer questions from other campus departments
 - Participate in external conversations/initiatives (K-12, MUS)
 - Guide curriculum changes through Curriculum Committee
- Distribute course materials
 - Textbooks, syllabi, common tests/assignments, list of agreed upon practices
- Mentor adjuncts and new faculty
 - Contact regularly
 - Answer questions
 - Serve as point of contact
- Assist Director with hiring and evaluating adjunct instructors
 - Assist with screening applications
 - Participate in interviews
 - Conduct in-class observations
- Work with Administrative Assistant with submitting book orders
- Work with Administrative Assistant and Director with scheduling
- Lead department meetings and report to Division Director