

INSTRUCTIONAL PERSONNEL DIVISION CHAIR

DUTIES AND RESPONSIBILITIES --

The Division Chair is responsible for organizing, supervising and coordinating the work in his/her particular division. The general responsibilities of the position are:

1. Evaluates and improve instruction, including faculty development.
2. Coordinate Inter-departmental communication.
3. Assist in recruiting, advising, placement of students.
4. Conduct regular meetings for communicating information, discussing issues, and making decisions.
5. Communicates faculty perspectives and concerns to the Dean of Liberal Arts/Applied Sciences and other segments of the campus community as appropriate.
6. Ensure that each department within h is/her division meets all accountability standards of the College, the Coordinating Board, The Southern Association of Colleges and Schools' Commission on Colleges, and other applicable agencies or boards.
7. Collaborate with Administration, faculty, and the Office of Institutional Planning and Research to support the institution's assessment, planning, and evaluation cycles.

The specific responsibilities of the position are as follows:

1. Make division-level recommendations to the appropriate Dean, after consulting the relevant Associate Vice Presidents and other staff, regarding the budget needs of the departments with respect to supplies, equipment, other operational needs, and personnel.
2. Plan each semester's course offerings, including room assignments, in cooperation with faculty and the Registrar.
3. Implement and follow procedures developed by the Distance Education Committee regarding the approval of courses for online delivery.
4. When necessary or appropriate, make arrangements for providing a credentialed substitute and/or class materials upon an instructor's absence.

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5. In cooperation with the appropriate Associate Vice Presidents, oversee the evaluation of the faculty members in the division, including conducting evaluation of instructors, making classroom visits, completing the “Division Chair’s Evaluation of Instruction,” reviewing student evaluation of faculty, and collaborating to develop an appropriate growth plan, if needed.
6. Serve on hiring committees for faculty and staff positions within the Division.
7. Collaborate with faculty, the Professional Development Officer, the Institutional Advancement Office, and the Office of Institutional Planning and Research in developing or contributing to:

UAP’s	Outcomes Manager
Program Review	Core Curriculum Development and
Assessment	Attendance and Grade Reporting
Strategic Planning	QEP
8. Gives division-level approval to purchase requisitions.
9. Ensure that departments meet Carl Perkins requirements, if applicable.
10. Actively participate in the college’s registration, student-advising, recruitment, and placement activities.
11. Perform initial mediation or investigation of student or personnel complaints (including ADA situations).
12. Verify and approve monthly departmental absence reports.
13. Actively participate in required annual departmental Advisory Committee meetings.
14. Maintain Master Syllabi Templates.
15. Oversee textbook adoption processes.
16. Oversee program revisions, including degree plans, course updates, etc.
17. Attend and participate in committee meetings as assigned.
18. Serve as first point of contact for faculty’s reporting of custodial/maintenance issues.
19. Perform other duties as assigned by the College President, Vice President of Academic Affairs or the Dean of Liberal Arts or Dean of Applied Sciences.

INSTRUCTIONAL PERSONNEL PROGRAM COORDINATOR

DUTIES AND RESPONSIBILITIES –

In the Business, Industrial, and Technical Studies Division given programs are required by State Boards/Agencies to have Program Coordinators.

The Program Coordinator is responsible for organizing, supervising and coordinating the work in his/her instructional program. The program coordinator is academically qualified to provide (1) program coordination including curriculum development and review, and (2) leadership in addressing program quality and compliance with accrediting authorities. The general responsibilities of the position as they relate to the program are:

- a. Coordinates all activities related to maintaining program relevance, effectiveness, viability, and compliance/accreditation.
- b. Evaluates instruction using appropriate assessment techniques and improves instruction by preparing and implementing Unit Action Plans.
- c. Cooperates with and provides documentation to the Office of Institutional Planning and Research as required to support the institution's assessment, planning and evaluation processes.
- d. Assists in the recruiting and advising, and placement students.
- e. Conducts regular meetings for purposes of communicating information, discussing issues, and making decisions on program matters.
- f. Ensures that the program meets all accountability standards of the College, the Coordinating Board, and other applicable agencies or boards. In pursuance of this, he/she provides, with faculty assistance, all data and information required by the Office of Institutional Planning and Research or other college offices.
- g. Works effectively with his/her department/division chairs and other officers of the college administration to achieve the college's goals for instructional programs.

The specific responsibilities of the position are as follows:

1. Develops and administers appropriate assessments of student program outcomes.
2. Uses assessment information for program improvement, specifically in the development and implementations of Unit Action Plans for the program.
3. Assists the department chair in scheduling and conducting advisory committee meetings (technical programs only).

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4. Conducts an annual Employer Satisfaction Survey as specified by the Office of Institutional Planning and Research (technical programs only).
5. Maintains contact with employers and provides students with assistance in career planning and job placement (technical programs only).
6. Advises the department/division chairs regarding the time schedule and room schedule for courses in the program.
7. Perform other duties as may be assigned by the Vice President of Academic Affairs.