



## College Operating Procedures (COP)

**Procedure Title:** Department Chairs  
**Procedure Number:** 03-0102  
**Originating Department:** Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; Revised: 02/15/11

**Approved:** Steve Atkins JH 2/15/11  
Signature, Department Head Date

**Purpose Statement:** The Department Chairs are teachers serving as leaders of their colleagues in their academic disciplines.

---

**Guidelines:**

The Department Chair is responsible for providing academic direction and support for discipline-related issues district-wide, fostering interdisciplinary collaboration, and facilitating communication of College initiatives as they relate to the academic discipline. Functions may be accomplished with the coordinated involvement of other faculty and the area dean.

**Procedures:**

The Department Chair is appointed by the Vice President, Academic Affairs. He or she receives a stipend and two class releases. Working within the management structure of shared governance, Department Chairs have the following responsibilities:

- Maintaining the currency of the discipline and curriculum.
- Implementing all elements of the College's Learning Outcomes plan as it relates to the discipline.
- Establishing quality improvement strategies for the discipline's learning initiatives by encouraging and overseeing assessment activities.
- Convening and facilitating department meetings.
- Assessing textbook selections with faculty.
- Recommending adjunct faculty for specific course assignments.
- Reviewing credentials for all new adjunct and full-time faculty.
- Reviewing adjunct faculty portfolios.

- Full-time faculty portfolios: See Article VII Section C of Collective Negotiations Agreement.
- Creating awareness for adjunct faculty regarding curricular/assessment strategies.
- Assisting with discipline-related accreditation requirements.
- Mentoring new faculty into the discipline.
- Monitoring the use of course fees as they relate to specific courses with consultation of department faculty and Deans.
- Attending a regional /national forum regarding key aspects of teaching and learning (assumes fund availability).
- Facilitating Unit Planning documents for the discipline in conjunction with the deans.
- Reviewing travel requests from faculty for professional development and making recommendations as part of the approval process.