**Division Chair: Duties and Responsibilities**

This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)

Each Division Chair is a faculty member who also serves in an administrative capacity and is responsible to and reports to the Dean of Instructional Services. During the twelve-month academic year, the division chair is expected to teach a minimum of 15 load hours and to effectively administer to the needs of the division and its faculty. A Division Chair with a non-teaching assignment is expected to maintain a normal workweek as scheduled by Vernon College for all employees during this same period.

The major areas of responsibility include the following:

1. Within the division, supervise programs and/or disciplines and associated personnel at all locations in accordance with the philosophy of the College. Serve as spokesperson, promote interdepartmental cooperation and effective communication.

2. Project personnel needs of the department, recruit qualified and appropriately credentialed candidates for positions, and participate in the search committee process for new employees.

3. Orient all personnel assigned to the division to their duties and responsibilities and to the resources available for support of their assignments.

4. Coordinate the preparation of class schedules for each term in accordance with the College calendar and assign faculty within the division to teaching roles according to the needs of the College and the capabilities, preparation, experience, and preference of the faculty.

5. Assist the instructional administrator in projecting program/discipline budgetary needs, establishing laboratory and special fees, and implementing program/course revisions through the approved institutional processes.

6. Assist the instructional administrator in evaluating all faculty within the division and make recommendations to the Dean of Instructional Services regarding the continuation of employment of all personnel within the division.

7. Work with faculty members in reviewing the department’s syllabi to ensure consistency with the institutional mission and that textbooks, teaching methods and techniques, course content, outcomes,
and assessment measures are appropriate for the courses, disciplines and programs and are consistent within the discipline or program.

8. Conduct course and/or program development, evaluation, and revision as needed to meet the needs of both on-site and distance education students served by the department.

9. Preside at departmental meetings and establish a flexible pattern for scheduled meetings.

10. Work closely with other administrators, Division Chairs, Directors, and Coordinators, to develop and achieve Instructional Service goals.

11. Encourage participation among the faculty in professional and college organizations and activities, including appropriate professional development activities.

12. Participate in the academic advising of students and other College initiatives aimed at increasing student success as measured by retention, completion, graduation, licensure, placement, and transfer rates.

13. Serve as a member of the Academic Council.

14. Assist the divisional faculty in coordinating with the Director of Library Services the selection and maintenance of appropriate discipline/program specific library materials.

15. Assist the divisional faculty in the formal evaluation of curriculum and programs through the Program and/or Discipline Review processes established by the institution.

16. Assist and advise the instructional administrator in resolving grade disputes, student complaints, and grievances.

17. Assist and support divisional faculty in the organization and conducting of program advisory committee meetings where appropriate.

18. Assume special responsibilities and/or serve on committees as assigned by the Dean of Instructional Services and/or the President.