

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

DEPARTMENT CHAIR

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

Under the direction of the supervising Dean, the Department Chair provides leadership and operational oversight for one or more academic disciplines. This position supervises faculty and staff; coordinates scheduling, credentialing, curriculum, and instructional quality; supports student success initiatives; and assists in managing departmental operations, resources, and strategic priorities. The Department Chair serves as liaison among faculty, students, administration, and community stakeholders to advance academic excellence and support the achievement of institutional goals. The Department Chair may provide instruction within the School of Liberal Arts and Sciences as requested by their supervising Dean, and in accordance with FSCJ and SACSCOC credentialing guidelines.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides leadership, supervision, and support to full-time and adjunct faculty to promote instructional effectiveness, compliance, professional growth, and student success.

Conducts faculty observations, evaluations, and performance reviews to ensure quality instruction and continuous improvement in teaching and learning.

Assists in the development and management of academic schedules, faculty assignments, and staffing plans across campuses and instructional modalities to meet student and institutional needs.

Coordinates faculty recruitment, credential review, selection, onboarding, and retention activities in accordance with institutional policies and accreditation requirements.

Supports curriculum development, course review, assessment activities, and student learning outcomes processes to ensure program quality, academic relevance, and continuous improvement.

Monitors departmental operations and academic processes, including faculty workload, compliance documentation, reports, and other administrative functions.

Provides guidance and assistance to students regarding academic concerns, appeals, course substitutions, enrollment issues, referrals, and access to available resources and support services.

Collects and analyzes operational, enrollment, and student success data; supports budget planning and resource management; and develops reports and recommendations that inform departmental and institutional decision-making.

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Represents the department through participation and leadership in shared governance, college committees, institutional committees, cross-functional initiatives, task forces, community partnerships, grant activities, recruitment efforts, and professional development opportunities.

Teaches up to two courses per semester as needed and directed by the supervising Dean.

Utilizes a student-centered approach to administration, leadership, curriculum development, and instructional improvement that prioritizes student success while aligning with employer needs and professional or industry standards.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned faculty and staff.

MINIMUM QUALIFICATIONS

Master's degree with 18 graduate hours in a specified teaching discipline from a regionally accredited college or university and three (3) years of progressively responsible experience in higher education, including teaching, academic administration, program coordination, faculty leadership, or closely related experience.

PREFERRED QUALIFICATIONS

Doctorate degree from a regionally accredited college or university.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/2017

Revised: 8/11/26