

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

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 a supervising Dean, the Department Chair assists in the administration and supervision of faculty, staff, programs, initiatives, and curriculum for one or more disciplines within the School of Liberal Arts and Sciences. The Department Chair also provides instruction in a specific subject or discipline within the School of Liberal Arts and Sciences as needed and approved by the supervising Dean, and in accordance with FSCJ and SACSCOC credentialing guidelines.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assist in the schedule preparation process to meet institutional goals for access, progression, retention, and completion on multiple campuses, across multiple modalities

Assist in scheduling and assigning full-time and adjunct faculty members to meet student and institutional needs, to meet full-time faculty load requirements, and to provide overload in accordance with the faculty collective bargaining agreement

Assist in the review of documents related to faculty workload and payments such as calendars of workdays, workload documents, and IRM's

Assist in the review of course syllabi in accordance with college policies and procedures

Assist in reviewing documents and transcripts in support of faculty credentialing in accordance with institutional policies and SACSCOC guidelines

Assist in the collection of data and the preparation of reports as directed by the supervising Dean

Assist the supervising Dean with review and feedback of course-level and program-level student learning outcomes and supporting data

Assist faculty in reviewing and recommending changes to courses and the curriculum in accordance with college policy and procedure, and Curriculum Committee requirements

Provide assistance to students as needed for academic issues such as schedules, attendance, overrides, withdrawals, appeals, tutoring, and other campus services and resources

Plan and implement co-curricular enrichment programs and activities for students and the college community and coordinate with other FSCJ offices and departments as needed

Assist with marketing programs, courses, activities and events as needed as requested

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Represent the discipline, Dean, and School of Liberal Arts and Sciences in periodic recruiting and registration activities and events

In consultation with the supervising Dean, develop and maintain mutually beneficial partnerships with educational and community organizations, schools, businesses, and industry representatives in order to advance institutional goals and operational objectives within the School of Liberal Arts and Sciences

Research opportunities for grants and other funding to advance institutional goals and operational objectives within the School of Liberal Arts and Sciences.

Write and/or assist in the development of grant proposals as needed and directed

Supervise and monitor existing grant programs and projects in accordance with written objectives, and in cooperation with other FSCJ offices and departments

Provide management and oversight of assigned budgets to include assessment of needs, budget development, spending analyses, and the review and approval of expenditures

Oversee and/or assist in the identification and selection of new full-time and adjunct faculty and staff by leading or serving on search committees in accordance with FSCJ policy and the faculty collective bargaining agreement

Assist with the onboarding process for new full-time and adjunct faculty and staff members assigned to the discipline or supervising Dean

Research and recommend opportunities for faculty growth and professional development

Conduct faculty observations and prepare faculty evaluations in order to promote excellence in teaching and learning, as well as continuous growth and professional development

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

Participate in discipline, school, division, and college meetings in order to foster communication, professional development, efficiency, effectiveness, and a positive organizational culture

Perform other related duties as assigned

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 an accredited college or university supplemented by three (3) years of administrative and/or teaching experience that provides the required knowledge, skills, and abilities. Evidence of demonstrated leadership abilities is required.

PREFERRED QUALIFICATIONS

Doctorate degree from an 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.

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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