



Office of Human Resources

Position/Role Description Title: Assistant Department Chair (Instructional Faculty)

Position/Role Summary:

The Assistant Department Chair position provides administrative support to the Department Chair, coordinating curricular activities and providing programmatic support. The Assistant Chair also plays a support role to Program Directors and Lead Faculty as required.

Major Responsibilities*:

- Provides support to the Chair as needed in oversight of the day-to-day operations of the department. Serves as a proxy for the Chair in departmental meetings and in representing the department as needed. May supervise personnel and faculty in the respective department.
- Represents the Department in both external and internal meetings, with a wide variety of constituencies.
- Works closely with the Chair and Dean in developing and administering the departmental Unit Plan and departmental strategic and operational planning.
- Completes departmental projects (such as grant writing) as directed by the Department Chair.
- In conjunction with the Department Chair, provides oversight and support of departmental programs, programming, events and activities.
- Assists faculty with curriculum development and review.
- Demonstrates a commitment to diversity, equity, and inclusion.

**--Major responsibilities are representative of the primary duties assumed and carried out by the Assistant Department Chair in adherence with Article 24: Work Out of Title, of the approved NFA Collective Bargaining Agreement..*