



Office of Human Resources

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

Position/Role Summary:

The Department Chair position manages and facilitates daily administrative operations of the academic department which it oversees. Responsible for day-to-day functions the Chair works with key internal and external stakeholders (including faculty, staff, and students) to align departmental academic functions in carrying out CSN's strategic plan, mission, vision, and goals.

Major Responsibilities*:

- Oversees the day-to-day operations of the department.
- Provides supervision and evaluation of departmental faculty and staff, including the recommending of teaching assignments in collaboration with the faculty member..
- In consultation with faculty determines the need for assistant chair, program director, and/or lead faculty positions within the department.
- Leads the consultative process in selecting assistant chairs, program directors, and/or lead faculty. The Department Chair is responsible for the supervision and guidance of these roles/positions.
- Facilitates departmental communication through conducting departmental meetings and using other mediums as necessary.
- Manages departmental budgets. Distributes budget information to Program Directors.
- Creates course schedules in conjunction with departmental leadership.
- In conjunction with the Dean, resolves student issues and makes recommendations as appropriate.
- Provides oversight and administration of CSN and NSHE policy for the department, in conjunction with the Dean.
- Oversees the hiring, supervision, and evaluation of part-time faculty within the department.
- Serves as representative of the affected department to the College, representing the departmental faculty.

- Provides oversight and administration in matters of curriculum development and modification.
- Engages in recruitment and hiring processes for staff and full-time academic faculty .
- Conducts program reviews, while engaging in strategic planning and accreditation for the department.
- Ensures professional development opportunities for faculty and staff within the department.
- Demonstrates a commitment to diversity, equity, and inclusion.

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