



Office of Human Resources

Position/Role Description Title: Lead Faculty (Instructional Faculty)

Position/Role Summary:

The Lead Faculty role provides administrative support to the Department Chair and Program Director in carrying out day-to-day activities of the program, including but not limited to: course scheduling and assignment, supervision of staff, curriculum consistency, resolution of student issues, mentoring faculty, and hiring adjunct faculty.

Major Responsibilities*:

- Analyze programmatic workforce planning needs and makes appropriate recommendations to the Department Chair.
- Recruit, screen, and recommend the hiring of part-time faculty to the Department Chair. Supervises faculty as needed and as delegated by the Department Chair.
- Serves as subject matter expert in pedagogical and andragogical methodologies, appraising and evaluating overall instructional effectiveness in all teaching/learning modalities.
- Provides support to the Department Chair in day-to-day activities, addressing program/department specific matters and concerns, and representing the Chair in meetings as necessary.
- Actively supports faculty development for both full and part-time personnel, while assisting Program Director, Assistant Department Chair, and/or Department Chair in addressing faculty concerns.
- Actively participates in curriculum development and review, while reviewing and adopting textbooks.
- Serves as liaison between students and the program/department to address student concerns and guide students on programmatic requirements.
- Engages in grant writing and development as necessary.
- Meet with internal and external constituents, representing the department/program to key stakeholders.

- Assists Department Chair in monitoring effectiveness of curriculum and facilities of the program/department while assisting the department in unit planning, strategic planning, and accreditation efforts.
- Plays a primary role in helping to develop the course schedule for courses overseen, as appropriate.
- Provides support for post-semester activities.
- Demonstrate a commitment to diversity, equity, and inclusion.

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