

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.15040 DP

DIVISION CHAIRPERSONS

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I. Position Responsibilities

The division chairperson is directly responsible to the dean of instructional services for the administration of the instructional unit. The following are functional and coordinating responsibilities for the division chairperson.

- A. Maintain daily office hours coinciding with campus structure in order to be available when needed. The Dean of Instruction of each campus, along with the Division Chairpersons, will develop Chairs' schedules to ensure proper coverage of campus and division duties.
- B. Provide leadership in the development of the division.
- C. Assist in the orientation of new full-time instructors and adjuncts.
- D. Communicate relevant information regarding division affairs to the division faculty
- E. Schedule and chair division meetings.
- F. Staff division committees and make recommendations for staffing extra-division committees.
- G. Monitor the ordering of textbooks for all courses taught in the division and make certain that instructors have desk copies of textbooks required for their courses in accordance with established bookstore procedures.
- H. Maintain division inventory and inventory records.
- I. Supervise all personnel in the division in accordance with district policies, regulations and procedures. Where this has been provided for in the organizational structure, part-time faculty will be assigned to a division person.
- J. Arrange for classes to be covered in the event of absence of assigned instructors.
- K. Represent the division with curriculum committees.

- L. Maintain communication internally and externally to ensure proper articulation and resolution of problems within the campus and within the district.
- M. Prepare and monitor division budgets in cooperation with program and discipline coordinators, appropriate deans and faculty within the division.
- N. Distribute relevant budget information to division faculty.
- O. Coordinate, manage, and process instructional assignments and operations of the department including documentation of faculty assignments and faculty absences.
- P. Recruit, interview, and recommend employment of full-time and adjunct instructors and staff personnel in accordance with district personnel policies, regulations and procedures.
- Q. Assist in recommending faculty members for professional development activities such as leaves of absence, sabbatical leaves, workshops, and in-service training.
- R. Cooperate with campus enrollment managers to ensure timely posting of grades.
- S. Cooperate with the dean of instructional services in examining and revising the college curriculum.
- T. Cooperate with the faculty and the dean of instructional services in planning and scheduling of classes.
- U. Cooperate with the dean of instructional services in revising the course catalog and keeping the sections of the catalog affecting the division current and monitor and assist with various program accreditations..
- V. Cooperate with the dean of instructional services and the dean of student affairs in the registration of students.
- W. Cooperate with the deans and the colleges in disciplinary matters.
- X. Cooperate with the dean of instructional services in evaluating full-time faculty members in accordance with district policies.
- Y. Cooperate with the dean of instructional services in preparing individual assignment sheets for division faculty members.
- Z. Complete periodic training sessions in relation to division chair assigned job duties. These sessions, where appropriate, may include any faculty who may wish to gain such training and/or those faculty who are Division Chairs-select.

## II. Eligibility

- A. The criteria for Division Chairpersons are:
  - 1. Non-probationary MCC faculty or MCC faculty with successful completion of five (5) years consecutive full-time employment at MCC in a discipline of the hiring campus's division;
  - 2. Experience or training in supervision, budget, management, leadership, curriculum, project management, mentoring;
  - 3. Participation on/in District committees, task forces, initiatives;
  - 4. Demonstrated effectiveness in instruction
- B. Impact on Seniority – Faculty selected as Division Chairs will maintain and accrue their MCC faculty seniority in their discipline and will return to full-time faculty status when the assignment ends.
- C. The incumbent division chairperson may reapply for the assignment

## III. Selection

The assignment of division chairperson will be open at the end of every third academic year

- A. The selection, evaluation and appointment of division chairpersons will take place prior to February 1 if possible. Appointments will be effective July 1 unless otherwise approved.
- B. The president of the college will initiate the action for interviewing and selecting candidates for the appointment of division chairperson.
- C. A committee will be formed by the Dean of Instruction on the appropriate campus to facilitate the appointment process.

The composition of the committee will be as follows:

- 1. Dean of Instruction of Hiring campus or designee (Chair)
  - 2. All fulltime probationary and non-probationary faculty members from the Division
  - 3. MCC Division Chair outside of the hiring division
  - 4. Representative of Vice Chancellor of Instruction and Technology
  - 5. EEO – as a non-voting member
- D. Applications will be accepted for a period of ten (10) working days. Applications will be submitted to the department of human resources.
  - E. Upon receiving the applications human resources will he determine if there are qualified applicants for the committee to consider.
  - F. The chairperson of the committee will make all arrangements for interviewing all the applicants by the committee.

- G. The committee may recommend one or more applicants to the president. The president may accept one of the recommended applicants or reject all of them and request the committee to consider alternative recommendations.
- H. If the committee finds no acceptable applicant, cannot agree on an applicant, or if there are no applicants, then the committee will so notify the president. The president may then appoint an interim chairperson for no longer than one (1) academic year or assign the chairperson's responsibilities to a representative of the office of instructional services.

Approved: Chancellor  
July 19, 1977

Revised: April 4, 1978  
Editorial Corrections: July 10, 2006  
Revised: November 9, 2015