

SOUTH GEORGIA COLLEGE
Job Description

Working Title: Academic Division Chairperson
Job Classification: Administrative
FLSA Exemption: Exempt
Departments: Business & Social Sciences
Humanities & Learning Support
Natural Sciences, Mathematics, and Physical Education
Nursing

Purpose:

The major responsibilities of an academic Division Chairperson are to manage the administrative, fiscal, and instructional resources of the division. Such management includes, but is not limited to, recruiting full-time and part-time faculty; scheduling courses, faculty, classrooms, and other facilities; providing for the ongoing professional development and evaluation of faculty; overseeing curriculum development and assessment; teaching classes in the division; overseeing and participating in student academic advisement; coordinating all aspects of faculty and course oversight for entry programs with the College's Director of Entry Programs; and responding to student needs as they arise. The Chairperson is also responsible for overseeing the planning and assessment of division majors and other programs and for ensuring that division courses, programs of study, and extracurricular activities support the vision and mission of South Georgia College.

Nature of Work:

Essential Functions

- Recruit, recommend, direct, and retain a sufficient full-time and part-time faculty to meet the needs of the division and the college.
- Submit an annual evaluation of each division faculty member to the VPAA.
- Maintain faculty files, including documents supporting the employment and academic credentials of faculty.
- Provide for the ongoing professional development of faculty.
- Work with faculty to create, implement, and assess courses and curriculum.
- Implement course and program improvements based on planning, goal setting, and assessment.
- Recommend to the college's Academic Council new courses and programs of study, changes in courses and programs of study, and elimination of courses and programs of study.
- Supervise and evaluate division administrative assistants and other staff.
- Administer the division budget and oversee travel requests/expenditures and supply/equipment purchases.

- Supervise student academic advisement assigned to the division, including course scheduling, ongoing curriculum/grade tracking, and graduation checks.
- Prepare term and annual schedules of classes for inclusion in the master schedule of courses.
- Direct the development of catalog material and other publications concerning the academic programs of the division.
- Assign faculty office space and coordinate faculty support services for the division.
- Submit an annual report of division activities and prepare other reports as required.
- Conduct regular (at least monthly) meetings of the division faculty, keep minutes of division meetings, and submit copies of minutes to the Vice President for Academic Affairs.
- Attend Academic Affairs meetings with the VPAA and other Academic Affairs personnel as scheduled.
- Develop and implement a divisional student recruitment program, participate in and direct divisional participation in overall college recruitment activities, and participate in promotional activities by providing program and personnel information to College Relations.
- Teach courses for the division as required.
- Serve on college and University System committees and boards as required.
- Provide leadership for college programs supporting curriculum as required.
- Provide overall supervision of buildings and other facilities assigned to the division.
- Oversee student evaluations of instructors/courses and maintain evaluation forms and analyses of evaluations.
- Support college economic development activities as needed.
- Perform other duties as assigned by the VPAA.

Exceptional Functions

- Participate actively in community activities and encourage division faculty and staff to participate.
- Be detail oriented.
- Be able to relate to the concerns of a diverse student population.
- Be self-motivated and self-directed while requiring a minimum of on-site supervision.
- Possess effective interpersonal, verbal, and written communication skills.
- Mediate between students and faculty to resolve disputes at the lowest possible level while adhering to college and Board of Regents policies.
- Encourage faculty and staff *esprit de corps* while setting a positive example.

Required/Desired Knowledge, Abilities, and Skills:

Division Chairpersons are required to have a strong dedication to the vision and mission of South Georgia College and to maintain a positive view for success that attracts students, faculty, and community to the college and its programs.

Required/Desired Education and Experience and Necessary Qualifications:

Masters Degree in an appropriate field required; doctorate preferred; at least three years' successful experience as a faculty member in a division-appropriate field preferred.

Supervision:

Each Division Chairperson reports to the Vice President for Academic Affairs