

GLENDALE COMMUNITY COLLEGE

DUTIES AND RESPONSIBILITIES OF DEPARTMENT CHAIRPERSONS

1. Assists her/his supervising dean in administering the total instructional program of the department.
2. Supervises certificated and classified staff assigned to the department.
3. Recommends through her/his supervising dean to the President, the retention, advancement, or dismissal of personnel assigned to the department.
4. Participates in evaluation of departmental personnel according to the district policy.
5. Participates in the screening and interviewing of new faculty for the department. Works towards and shares responsibility for achieving affirmative action goals.
6. Develops with her/his supervising dean the department's schedule of classes and recommends instructor assignments.
7. Conducts departmental meetings as needed or when requested by members of the department.
8. Maintains a current syllabus for each course in the department.
9. Establishes and maintains a departmental policy for the selection of textbooks and submits textbook orders to the appropriate dean according to the Budget Calendar.
10. Establishes departmental objectives annually in consultation with the members of the department and her/his supervising dean.
11. Recommends the addition, elimination, and/or change of courses and/or curricula.
12. Prepares annual budget requests in consultation with department members.
13. Requisitions approved budget items for the department.
14. Updates catalog material relation to her/his department as necessary.
15. Establishes and maintains a departmental inventory of fixed and movable equipment.
16. Assigns departmental faculty to work stations for advisement and registration as requested by her/his supervising dean.
17. Submits required reports on schedule.
18. Performs other functions related to her/his specified duties as assigned by the President.

Department Chair Evaluation Worksheet

Glendale Community College

1991-92 Academic year

Please complete the following sections and return to the dean of Arts & Sciences prior to your evaluation date. If necessary, attach additional pages. Thank you in advance for your cooperation.

1. Please list your three major accomplishments and/or contributions as department chair for 1991-92.
 - A.
 - B.
 - C.

2. Please identify the three most significant operational problems which you encountered as chair in 1991-92.
 - A.
 - B.
 - C.

3. Please list the three most prominent tasks/issues/problems which you should direct energies toward during the 1991-92 academic year.
 - A.
 - B.
 - C.

4. Please speculate on the three most important priorities which your department must confront during the next three to five years. Please consider ASU West, Estrella Mountain Educational Center, and the North Central Accreditation visit.

A.

B.

C.

5. What single item/issue/problem/barrier most frustrates you as you attempt to fulfill your responsibilities as chair?

6. Please list three suggestions which could be implemented by the office of the dean of Arts & Sciences which would allow you to be more effective as a department chair.

A.

B.

C.

Department _____

Signature _____ Date _____