

EMPLOYMENT PRACTICES: DIVISION CHAIRS

DC-R
Administrative Regulation

PURPOSE	This Administrative Regulation explains the procedures and processes leading to the selection of Division Chairs from the nomination phase to the division's recommendation by full-time contract faculty members across all divisions including the Huntsville Center. Each aspect of the selection is clarified by procedures and process with specific duties. This Administrative Regulation also includes a list of Division Chair duties that place the Chair as a bridge between the faculty and the administration.
TERM	The term for a Division Chair is three (3) years. Hence, nominations and recommendations for Division Chair positions are to occur every three (3) years (i.e., 2022, 2025, 2028, etc.). There is no limit on the number of terms a person may serve as Division Chair. Terms begin on the first day of Professional Development Week in August and end on the day before the first day of Professional Development Week in August.
ALTERNATIVE SELECTION PROCEDURES	Changes may occur that prevent a Division Chair from completing their term, including the retirement, resignation, or reassignment of the Division Chair or the reorganization of one or more divisions. If a Division Chair cannot complete the three-year term, the president may direct a division to follow the recommendation process to fill the remainder of the term or the president may appoint a qualified faculty member to fill the remainder of the term.
NOMINATIONS FROM DIVISIONS	<p>During nomination years, nominating forms will be electronically distributed to divisions no later than the second Thursday in April. Only faculty on contracts approved by the Board are eligible to be nominated for Division Chair. This includes both non-teaching and teaching faculty. Faculty employed under a Letter of Appointment are not eligible to be nominated for Division Chair. The deadline to nominate someone or self-nominate is before noon on the third Thursday in April.</p> <p>Human Resources (HR) will contact employees who were nominated to check if the candidate wishes to be considered for the division chair selection processes. HR will prepare the electronic recommendation forms and processes.</p> <p>Potential candidates are required to meet with the provost and the appropriate dean or associate vice president to review the responsibilities and expectations of the division chair no later than the fourth Thursday in April.</p>
RECOMMENDATIONS FROM DIVISIONS	Electronic recommendation forms will be distributed on the Friday after the fourth Thursday in April. Only faculty on contracts approved by the Board are eligible to submit recommendations for Division Chair. Faculty employed under a Letter of Appointment and division secretaries are not eligible to submit

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recommendations. The deadline to submit recommendation forms is before noon on the following Friday.

HR will tally the results and the Administrative Assistant to the President will certify the results.

Results will be announced on the Friday that the forms are due. See Special Provisions below for details on the announcement of results.

RECOMMENDATIONS
FROM THE
ADMINISTRATION

The appropriate dean or associate vice president will make a recommendation after reviewing the recommendations from the division (the certified results) and will forward it to the provost.

The provost will make a recommendation after reviewing the recommendations from the dean or associate vice president and the division (the certified results) and will forward it to the president.

LACK OF ACCEPTABLE
NOMINEES

If no eligible qualified faculty are willing to serve as division chair or if the faculty recommended by the division are determined not to be the best qualified by the administration, the appropriate dean or associate vice president will recommend to the provost someone who may or may not be a faculty member and may or may not be a member of the division, or the appropriate dean or associate vice president may recommend that the division be reorganized or merged with another division.

The provost will make a recommendation after reviewing the recommendations from the dean or associate vice president and will forward it to the president.

APPOINTMENT

Appointment of the Division Chair or other action will be made by the president after review of the recommendations from the division (the certified results), the provost and the dean or associate vice president.

SPECIAL PROVISIONS

The number of recommendations received for each candidate will not be publicized. Only the names of the persons receiving the most recommendations and the second most recommendations will be released. In the case of a tie for the most recommendations, the names of the people who received the most recommendations will be released and no other names will be released. In the case of one person receiving the most recommendations and a tie for the second most recommendations, the name of the person receiving the most recommendations and the names of the people receiving the second most recommendations will be released.

HR is not responsible for nominations or recommendations that are not submitted by the assigned deadlines.

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DIVISION CHAIR
REPORTING

The Division Chair reports to the appropriate Dean or Associate Vice President.

SUMMARY OF
DIVISION CHAIR
DUTIES

In collaboration with the administration, Division Chairs promote an academic culture marked by respect for all students, faculty, and staff; a desire to continuously improve the teaching and learning process through empirical evidence; a belief in the potential for all students to succeed; an appreciation of the value of positive relationships with the larger community that we serve; and an understanding of the need to prudently manage the resources of the college.

Division Chairs will work cooperatively within the college community to develop and coordinate degree and certificate programs that attract students and lead to positive labor market outcomes; develop and maintain courses that provide high quality learning experiences for students; ensure high quality instruction and advising by recruiting well qualified faculty and promoting faculty growth and professional development; assist students as needed; work with external entities including advisory board members as appropriate; and prudently oversee the daily operations of the division and make good use of college resources.

DUTIES TO STUDENTS

The Division Chair is responsible for these duties to students:

- Assist students.
- Advise and counsel students about instructional questions.
- Hear student concerns and make recommendations to the appropriate administrator.
- Mediate student-faculty concerns.
- Ensure division office, labs, study rooms and other areas are available to students during operating hours.

DUTIES TO
INSTRUCTION

The Division Chair is responsible for these duties to ensure efficient and effective instruction:

- Develop efficient and effective class schedules and ensure accurate entry into PeopleSoft.
- Submit material for the College catalog and verify accuracy.
- Recommend faculty teaching loads.
- Facilitate selection and approval of textbooks.
- When a faculty member must miss a class, find an appropriate substitute if at all possible. Cancel a class only as a last resort.

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- Support faculty-driven classroom and program assessment procedures.
- Maintain program advisory input, as appropriate.
- Support division events both on and off campus.
- Ensure faculty are participating in classroom observations with the empirical center.

DUTIES FOR
PROGRAM REVIEW,
DEVELOPMENT, AND
COORDINATION

The Division Chair is responsible for these duties to ensure regular program review and the ongoing development and coordination of programs within the division:

- Facilitate periodic program review to assess the viability of existing programs and recommend program closure or expansion, as appropriate.
- Review available reports to develop with faculty appropriate plans for student recruitment, persistence, success, and completion.
- Appoint a Lead Faculty member for each program who has appropriate qualifications to advise students in the program and to oversee the curricular content aspects of program coordination (subject to approval by the Associate VP or Dean).
- Encourage and facilitate the ongoing development of curricula to ensure each program contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.
- Coordinate recruitment efforts for programs/degrees at Lee College events, service area high schools, or community events as needed.
- Encourage, facilitate and monitor the ongoing development of curricula to ensure each program contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.
- Promptly review ACGM/WECM advertisements for changes and submit these items to CAAC (Curriculum & Academic Affairs Committee) as informational items so the Lee College catalog is in full compliance with THECB and SACSCOC.

DUTIES FOR SHARED
GOVERNANCE

The Division Chair is responsible for these duties to support Shared Governance at Lee College:

- Serve as a division representative to the Instructional Council.

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DUTIES FOR
PERSONNEL

- Help prepare, review, and submit curriculum and academic affairs items on behalf of their Division for CAAC review.
- Represent the division on an as-needed basis for proposals submitted to CAAC.
- Encourage and facilitate faculty representation on college committees and in the Faculty Assembly.

The Division Chair is responsible for these duties to support the hiring and retention of well qualified personnel:

- In conjunction with Human Resources, develop an adjunct faculty pool.
- Ensure that full-time faculty and adjuncts meet SACSCOC and THECB criteria.
- Facilitate new faculty, staff orientation, and encourage mentoring.
- Conduct regular division meetings, and record and distribute minutes to the campus community in a timely manner.
- Encourage and facilitate professional development opportunities for faculty and staff.
- Evaluate faculty and staff as outlined in college procedures.
- Develop job descriptions and qualifications for new positions within the division with input from faculty and administration.
- Recommend search committee members and support hiring practices that attract a diverse pool of well-qualified applicants.
- Recommend the employment of faculty, staff, and student assistants.
- Make recommendations for continued contracts based on professional personnel reviews.

DUTIES FOR COLLEGE
COMMUNICATION AND
ADMINISTRATION

The Division Chair is responsible for these duties to support college communications and administration:

- Ensure that College policy and procedures are followed, supplying supporting paperwork, as necessary.
- Develop contacts with service area school districts and transfer institutions.
- Process paperwork and maintain correspondence for the division.

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	<ul style="list-style-type: none">Periodically at minimum quarterly review the Division's web presence, as well as any materials created in conjunction with the Marketing & Public Affairs office for updating recommendations.Participate in community activities as a representative of the college, as appropriate.Complete other duties as assigned by the President, Provost or the appropriate Dean or Associate Vice President.
DUTIES FOR FISCAL AND RESOURCE MANAGEMENT	<p>The Division Chair is responsible for these duties to support fiscal and resource management:</p> <ul style="list-style-type: none">Recommend budget(s) that coincide with the college's mission and goals and monitor expenditures.Manage program areas, including space, supplies, equipment, and facilities.Produce an annual statement of goals for the division, outlining activities, personal, deadlines, and assessment measures.Develop long-range plans, including budget, that coincide with the College's mission and goals.Present long-range plans to the appropriate instructional dean.
COMPENSATION	<p>Per Board Policy DCA (LOCAL), Division Chairs shall remain on the Faculty Salary Schedule with a regular faculty contract. Division Chairs will receive compensation as specified by the Chair letter of appointment, which will generally include the following:</p> <ul style="list-style-type: none">A stipend of \$13,500 representing compensation of \$1,500 per month for serving as division chair for nine months comprising fall/spring.Nine credit hours of release time each semester for the fall and spring.A stipend of \$4,500 representing compensation of \$1,500 per month for serving as division chair for three months comprising summer.
SUMMER SCHEDULE	<p>Division Chairs are required to maintain on-campus presence of at least 15 hours/week starting the third week after May commencement and continuing until convocation week in August. No on-campus presence is required during the two weeks after May commencement. Division Chairs can schedule two weeks during summer in which on-campus presence is not required; however, the two weeks cannot occur within the two weeks</p>

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immediately preceding Fall convocation week. The two weeks can be taken together (two weeks in a row) or separately (ten weekdays distributed throughout the summer).

During summer terms, Division Chairs must respond to communications (i.e., email, voicemail, Blackboard messages) within one business day except during the two weeks after May commencement and the two weeks when no campus presence is required.

NOT A CONTRACT

The description in this Administrative Regulation of the selection process and supplemental job duties and stipend is not an employment contract and does not modify any existing employment contract or create any property right. The President has the right to end the appointment of a division chair at any time. Supplemental job duties and stipends shall be determined by the President and are subject to change at the President's discretion.