A. Chief Officer for Academic Affairs (see Chapter 2)

B. Deans

1. Provide highly responsible academic and administrative support to the Chief Officer for Academic Affairs. He/she has delegated responsibilities for implementing the College's curriculum. Such responsibility also includes leading the associate deans, department chairs, and/or coordinators in developing, coordinating, and evaluating programs and courses, and in establishing instructional schedules for both day and evening curriculum programs.

2. Through a recommendation process, the dean assists the Chief Officer for Academic Affairs in the selection, orientation, training, and evaluation of full- and part-time faculty members; divisional budgeting; the establishment of equitable workloads; and the maintenance of a positive, professional organizational climate. The academic dean establishes and maintains positive relationships with other divisions, departments, external agencies, and peer institutions. The academic dean teaches at least one course each calendar year.

C. Associate Deans

Associate Deans are appointed as needed and report to a Dean. Associate Deans assist with maintaining compliance for any relevant governing standards for the Division as well as overseeing continuous improvement projects in the delivery of instruction and services. Position is responsible for identifying, evaluating, planning, and coordinating divisional compliance efforts and divisional projects in consultation with the Dean, and instructing courses in his/her field of expertise as assigned by the Dean. The Vice President for Academic Affairs approves the amount of release time granted for this position each academic term. An Associate Dean is not a line authority supervisor and, therefore, is not involved in supervisory personnel issues.

D. Department Chairs

Department Chairs are appointed for content areas of instruction, as needed. Department Chairs are full-time faculty members who are content specialists in their areas of instruction and are expected to demonstrate a visibly active role in maintaining the assigned content area in a comprehensive, current, and responsive manner. Through a recommendation process, the position assists the appropriate academic dean in scheduling program classes, developing program budgets, maintaining equipment and supply inventories, and assisting in ensuring facilities' security and...
safety in their instructional areas. Department Chairs are responsible for making recommendations concerning curriculum content revisions, textbook adoptions, and new course offerings, and for assisting with the selection, orientation, and training of new faculty members. They are responsible, as assigned by the Chief Officer for Academic Affairs, for assisting Student Services in the recruitment of new students, the advisement of in-process students, and the placement of students. A Department Chair's responsibility may include coordination with other college units or outside agencies. Compensation may be awarded in the form of release time or monetary supplement recommended by the Dean and approved by the Chief Officer for Academic Affairs.

E. Coordinators

Coordinators are faculty members appointed by the divisional dean to perform essential functions for a department or the division. Compensation may be awarded in the form of release time or monetary supplement recommended by the Dean and approved by the Chief Officer for Academic Affairs.

F. Full-time Faculty

1. The position of a full-time faculty member is demanding, one that requires significant time in direct instruction; preparation and evaluation of such instruction; accessibility to students; committee assignments; and service to College and community. Full-time faculty members are responsible for conducting assigned classes of instruction in the best manner to achieve student learning; for presenting information, ideas, and skills in ways that are appropriate to a variety of learning styles and that show sensitivity to a diverse student population; for providing students with the approved course syllabus and then relating instruction and evaluation to that syllabus; for engaging students in class discussions as appropriate; for responding tactfully to student questions and problems; for explaining evaluation criteria and methods to students at the beginning of each course; for evaluating achievement with timely interim and final performance evaluations; for assigning grades that reflect achievement of course objectives; for utilizing effectively the total class contact hours; and for maintaining accurate records. They also are responsible for assigned academic advising, regular office hours, and overall accessibility to students, which necessitates remaining flexible in arranging out-of-class consultations to accommodate student needs. Full-time faculty members are expected to maintain instructional quality and effectiveness through constant
and timely revisions of program structure and course syllabi within their assigned content areas.

2. They are responsible for new course development and for the selection and recommendation of appropriate instructional materials and textbooks. Full-time faculty members serve on various committees and study groups as part of their overall responsibility, and they are expected both to attend and participate in scheduled department meetings and conferences and to participate in graduation. They also are expected to maintain currency in their content areas through appropriate professional development and to participate in activities which enhance the College's service to students and the community.

G. Part-time Faculty

Part-time curriculum faculty members are employed primarily to provide direct instruction in a classroom, lab, or clinical setting on a term-by-term contract basis. While they may be employed for up to 26 hours in one term, they must not be assigned more contact hours than full-time faculty members in the same curriculum area with the same sorts of teaching duties. Part-time faculty members are responsible for conducting assigned classes of instruction in the best manner to achieve student learning; for presenting information, ideas, and skills in ways which are appropriate for a variety of learning styles and which show sensitivity to a diverse student population; for providing students with the approved course syllabus and then instruction and evaluation to that syllabus; for engaging, students in class discussions as appropriate; for responding tactfully to student questions and problems; for explaining evaluation criteria and methods to students at the beginning of the course; for evaluating achievement with timely interim and final evaluations; for assigning grades that reflect achievement of course objectives; for utilizing effectively the total class contact hours; and for maintaining accurate records. They also are expected to be accessible to students before or after class or by telephone to answer student questions or assist with course-related problems.