

PROCEDURE 2.4.3: DEANS/CHAIRS

As a dean or department chair, you're directly responsible to the chief academic officer, and your duties include:

1. Teach classes as scheduled.
2. Participate in the selection and orientation of full- and part-faculty.
3. Be the direct supervisor of each faculty member within the department including providing instructional assistance and evaluation.
4. Maintain a current file of course syllabi for all courses within the department. (The dean/associate dean provides a syllabus to each new instructor who may use the one provided, revise it or develop a new syllabus consistent with the purpose of the course. If the instructor revises the one provided or develops a new syllabus, the dean/associate dean files the revised/new document.)
5. Provide a copy of any course syllabus needed for instruction at an extension center or off-campus location.
6. Review and recommend curriculum revision.
7. Develop departmental class schedules and assign instructors.
8. Supervise textbook selection, and provide information to the bookstore for all departmental classes to be taught each term.
9. Develop a preliminary department budget.
10. Administer the department's budget, including authorization of all department expenditures provided funds are budgeted for the respective purposes.
11. Be responsible for requisition, physical inventory (annual or more frequent) and maintenance of the department's physical instructional property.
12. Hold regular departmental meetings and attend instructional staff meetings.
13. Serve as agent for student concerns regarding instructional matters.
14. Work with advisory committees.

15. Provide leadership and encouragement for department faculty to contact their counterparts in district high schools and colleges to which Sandburg students transfer with reasonable frequency.
16. Perform other appropriate duties as necessary.

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