

DEPARTMENTAL ORGANIZATION

ADOPT: APRIL 8, 1985

REVISED: MARCH 12, 1996

REVISED: MARCH 13, 2001

REVIEWED: JANUARY 8, 2008

Faculty in the credit programs are organized by instructional discipline into departments, most of which elect their own Chairs according to procedures described in the Unit A contract. Departments are responsible for identifying personnel needs and participating in the personnel selection process; monitoring and recommending improvements or revisions in curriculum; developing instructional methodology; preparing departmental budget proposals; preparing initial course schedules; recommending alterations necessary to the maintenance and improvement of the instructional program. These duties are assumed by administrators in departments that do not have department chairs or faculty directors or coordinators.

While each department develops its own internal procedures, guidelines, and subcommittees, the chair or director is the person primarily responsible for executing these responsibilities. (See Department Chair Job Description in the Unit A contract). Faculty elected chairs are reassigned time for these duties in accordance with the collective bargaining agreement.