POLICY TITLE
Department Chairs

POLICY NUMBER
1-7110

Responsible Office: *Office of the Provost/Vice Chancellor for Workforce and Student Development* **Responsible Official:** *Provost/Vice Chancellor for Workforce and Student Development* **Policy Classification:** *Academic Affairs*	**Effective Date:** *4/6/2023* **Last Reviewed Date:** **Origination Date:** *4/6/2023*

I.   POLICY STATEMENT

The purpose of this policy is to set out the guidelines and standards for the appointment and evaluation of Department Chairs at BRCC. Department Chairs provide leadership and vision for the faculty to drive innovation and creative solutions to meet the demands of the global marketplace. In addition to managing the daily operations of the academic department, Department Chairs serve as a critical figure to ensure programs are assessed and in alignment to the mission, vision, and values of the College. They are responsible for representing the needs of students, faculty, and programs to the administration and other stakeholders, and are responsible for communicating and implementing college policies and procedures at the department level.

II.   POLICY RATIONALE AND SCOPE

The college recognizes that effective leadership at the department level is critical if the college is to be successful in carrying out its mission. Department Chairs should be selected on a rotation to facilitate continuous quality improvement and transformation, based on their performance and aptitude for leadership.

Department Chair Responsibilities
Personnel management:

- Scheduling
  - Assign faculty to classes as necessary
  - Build/revise semester schedules
- Evaluation
  - Conduct classroom evaluations
  - Oversee faculty goal setting
  - Conduct annual performance reviews
  - Oversee adherence to policies

- Hiring/Promotion/Termination
  - Interview and recommend full-time faculty
  - Interview and hire adjunct faculty
  - Collaborate with the dean when making faculty recommendations for promotion
  - Provide input to the dean related to faculty and/or staff terminations
- Budget
  - Make recommendations for new positions
- Leave
  - Approve faculty and relevant staff sick, annual, and/or personal leave
  - Approve faculty and relevant staff timesheets
- Mentoring
  - Mentor or coordinate mentorship of faculty
- Complaints/Concerns
  - Resolve faculty issues/complaints/concerns

Student Issues:

- Prerequisites
  - Assist students with pre-requisite and corequisite issues
- Overrides
  - Approve overrides for full classes or for students who have already met requirements (see prerequisites above)
- Grades/Attendance
  - Conduct final grade appeals for courses within department disciplines
  - Review and approve grade changes and incomplete grade forms if applicable
  - Review and approve attendance reinstatement forms if applicable
  - Ensure maintenance of relevant records/paperwork
- Course Credit Evaluation
  - Assist Enrollment Services with course equivalencies/substitutions
  - Oversee credit for Prior Learning Assessment within the department disciplines if applicable
- Complaints/Concerns
  - Resolve issues/complaints/concerns

Administrative:

- Student Advising
- Graduation audits
- Industry-Based Credentials (IBCs)
  - Collect and report IBCs
- Equipment management
  - Maintain, check-out, acquire, inventory equipment
- Program reviews
  - Conduct or coordinate program reviews
- Course/program development
  - Assist faculty with course/program development and related issues
  - Communicate with appropriate departments at regional colleges/universities to facilitate curriculum transfer and articulation

- o Identify industry-based credentials to incorporate in courses/programs
- o Identify short-term training programs that support local and regional needs
- o Assist faculty with upskilling to support new course/program development
- Budget/unit plans
  - o Coordinate unit plans for the department with faculty
  - o Develop/present/defend departmental budget
  - o Submit requisitions for purchases
  - o Complete annual review of department
- Assessment
  - o Oversee assessment within department
- Programmatic Accreditation
  - o Seek initial accreditation for programs as needed
  - o Conduct or coordinate reaccreditation as needed
- Master syllabi
  - o Maintain/revise/review master course syllabi
- Committee work
  - o Serve on committees appropriate to the position (Academic Council, for example)
- Textbooks
  - o Ensure that textbook adoptions are completed

Teaching Load:

Teach one course per semester

Other duties as assigned

Department Chair Selection
General Qualifications

Department Chairs:

- Must be a 9-Month or 10-Month Full-Time Faculty, at the time of application with a minimum of three (3) consecutive years of service at BRCC.
- Must be available and willing to work in-person 40 hours per week.
- Must be qualified to teach within the department they are overseeing.
  - o Should have an active and unencumbered license to practice in any clinical/technical disciplines, if applicable.
- Must have at least three (3) consecutive performance evaluations at "Very Good" or "Excellent".
- Should not have any documented administrative incidents that demonstrate a failure to observe collegiality.

Application

Department Chair positions must be filled internally. The Dean announces the position and a timeline for the search to be completed. Information concerning the terms of service and faculty qualifications shall be communicated to candidates during the recruitment process.

The application will include the submission of the following:

- Resume or CV
- Cover letter
- Performance Evaluation summary page (most recent 3 consecutive years)
- At least two (2) letters of support
  - At least one letter of support must be from an internal BRCC employee who is not their immediate supervisor.
  - At least one letter of support must be from an external personal or professional reference.
  - Members of the selection committee must not submit letters of support for candidates.

Selection

The selection of the Department Chair will be accomplished through a committee that may consist of the Dean, the Assistant Vice Chancellor for Academic and Workforce Development, a faculty member from the Division/Department, and the Provost/Vice Chancellor for Workforce and Student Development.

Terms of Service and Compensation

The term of service shall be three (3) years. The Dean shall evaluate the performance of the Department Chair annually. After the initial term of office, the Department Chair may be reappointed if no other qualified Full-Time Faculty applies for the position and if the last two (2) consecutive performance evaluations have been "Very Good" or "Excellent".

Department Chairs serve a 10-Month administrative assignment and shall retain their current teaching rank. Compensation is prorated based upon the faculty's academic salary, with the possibility of an extended contract for one or two additional months of service. The extended contract would be equivalent to one or two 3-credit hour overloads, respectively.

Resignation and Recall

Department Chairs may resign or be removed from the appointment. If a Department Chair resigns or is removed before the completion of the terms of service, the vacancy shall be filled consistent with the provisions set out in the application and selection sections of this policy.

Department Chair appointments may be recalled if the annual performance evaluation falls below "Very Good" consecutively for the first and second years of appointment.

If resignation or recall occurs, the Department Chair shall return to their previous full-time faculty assignment and teaching rank.

III. POLICY AUDIENCE

The audience for this policy includes 9-Month Full-Time Faculty, 10-Month Full-Time Faculty, Program Managers, Deans, the Assistant Vice Chancellor for Academic and Workforce Development, the Provost/Vice Chancellor for Workforce and Student Development, the Vice Chancellor of Finance and Administration, and the Chancellor.

IV. POLICY COMPLIANCE

The maintenance of SACSCOC accreditation requires compliance with standards addressing program coordination and the responsibility of faculty in academic and governance matters.

V. POLICY DEFINITIONS

Department: a specific group of faculty responsible for programs and/or courses in specific, related disciplines within a larger academic division overseen by an academic officer (dean).

VI. POLICY IMPLEMENTATION PROCEDURES

This policy will be implemented by the Deans, the Assistant Vice Chancellor for Academic and Workforce Development, the Provost/Vice Chancellor for Workforce and Student Development, and the Vice Chancellor of Finance and Administration.

VII. POLICY RELATED INFORMATION

Louisiana Community and Technical College System Board of Supervisors Academic Policy 1.014, Assessment (https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1971676/7abe85fa-c35b-11e9-acbf-12c9b069ffc8/file/1.014%20Assessment%20Policy%20(rev%209.12.18).pdf)
Board of Regents Academic Affairs Policy 2.13, Program Accreditation (https://www.laregents.edu/academicaffairs-policiesandprocedures/)
SACSCOC Principles of Accreditation (2018), standards 6.2.c and 10.4.

VIII. POLICY EXCEPTION

Exceptions to this policy must be approved by the Academic Dean, the Assistant Vice Chancellor for Academic and Workforce Development, and the Provost/Vice Chancellor for Workforce and Student Development.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy and will be reviewed and revised, as needed, within three years of policy implementation.

X. POLICY URL

www.mybrcc.edu

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL

_____   04/06/2023_____
Willie E. Smith, Sr., Ed.D.   Date
Chancellor   *Effective Date of Policy*