



Procedure Number:	AS 213
Procedure Title:	Departments
Relevant Board Policy/Procedure:	D.2.3.2 Faculty and Department Chair Positions D. 7.1.1. Employee Evaluations
Relevant SACSCOC Principle:	6.2.c Academic Program Coordination
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

## **I. DEPARTMENTS**

Northeast Lakeview College's academic affairs are under the oversight of the Vice President for Academic Success. Under the guidance of the Vice President, the Deans for Academic Success exercise more direct leadership of the academic units. The College has its primary academic affairs organized through academic Departments led by Department Chairs. All faculty and course offerings fall under the jurisdiction of the academic Departments. The six Departments are Business, Communication, Humanities, and Psychology; English and Education; Fine and Performing Arts, Computer Science, Technology, Engineering and Math, Natural Sciences and Kinesiology, and Social Sciences.

Faculty librarians and academic support services are the exceptions. Student Development (SDEV) courses also do not function within the academic Departments. Faculty credentialing for these non-credit developmental courses belongs to the ultimate responsibility of the Vice President for Academic Success, as does faculty credentialing for all academic courses, but the operations of the SDEV courses are conducted by the Department of Student Success.

## **II. By-Laws**

Each academic Department has established By-Laws to govern its decision-making processes and routine operations.

Each academic Department makes its By-Laws known among its faculty members.

Each academic Department records its By-Laws with the Office of the Vice President for Academic Success, which shall maintain a public copy.

## **III. Department Chairs**

In accordance with Board of Trustees Procedure D.2.3.2 and the NLC Faculty Handbook, Department Chairs are faculty whose primary responsibility is to serve as an administrative department head and ensure the attainment of educational and operational objectives of the College, especially as they pertain to a specific Department. Department Chairs serve in an essential leadership capacity in the chain-of-command between faculty and administration. At NLC, Department Chairs report directly to the appropriate Dean for Academic Success, serving as faculty advocates as well as representatives of the administration. Department Chairpersons must meet all criteria and qualifications required of faculty and also demonstrate the ability and willingness to serve in a leadership capacity.

### **1. Duties**

Per the Board of Trustees' designation of the job description for Department Chairs (Board Minutes, August 16, 2016):

The Department Chair will support the Alamo Colleges District vision for student success and performance excellence by managing and teaching in assigned department(s) at the College. Chairs ensure that the department functions efficiently, effectively, and in accordance with College and District procedures and policies and other accreditation and certification guidelines.

Reports to: Dean of Academic Success/Vice President of Academic Success

Essential Job Functions:

Students:

- Facilitates outreach, onboarding, retention, mentoring and graduation initiatives.
- Oversees appropriate procedures for student grievances and grade appeals.

Curriculum and Instruction:

- Works closely with faculty members in the formulation, justification, and revision of courses and curricula. Ensures that all program specific accreditation criteria and documentation requirements are met.
- Ensures that needed courses are scheduled and staffed each semester; monitors enrollment and performs strategic section analyses; and makes adjustments to schedules as needed and appropriate.
- Facilitates the development of articulation agreements and relationships with transferring institutions.
- Ensures periodic unit/program reviews are completed and aligned with strategic goals of the College and District. Ensures all relevant accreditation standards are met.

Management and Administration:

- Ensures the department works within the mission, vision, goals and objectives of the College and District strategic plans.
- Serves as advocate for the department with leadership and communicates institutional priorities to the team.
- Manages and monitors department budget, facilities, and inventory. Prepares recommendations and requests for new resources and personnel as needed to support enrollment and department strategic priorities.
- Supervises, trains, monitors, coaches, and evaluates the work of others.  
Coordinates, processes and maintains employment-related documents.

Performs all other duties as assigned.

**Supervision Exercised:**

Supervises faculty and staff of the Department.

**2. Appointment and Terms**

In accordance with *Board of Trustees Procedure D.2.3.2*, Department Chairs serve at the discretion of the College President. Department Chairs serve terms of three years, and every three years the College President will review the continuation of Department Chairs. There is no limit on the number of terms they may serve.

If a Chair steps down or is removed prior to the end of a term, a replacement shall be selected to serve the remainder of the term. A selection for the subsequent term shall proceed according to normal procedure.

Per *Board of Trustees Procedure D.7.1.1*: Full-time faculty members shall perform evaluations of department chairs during the second year of every three-year term of service.

Per Board of Trustees action (*Board Minutes August 16, 2016*), the relevant Dean for Academic Success shall perform evaluations of Department Chairs annually.

Per the *Faculty Handbook*: The Departmental permanent full-time faculty, by majority vote, may petition the Vice President for Academic Success (VPAS) to begin the process for selecting a new Chair at any time. Further, the Vice President for Academic Success may recommend to the President at any time reassignment of the Chair to other duties for reasons such as unprofessional conduct, gross neglect of duty, and repeated unsatisfactory annual performance evaluations.

Per the Board of Trustees action (*Board Minutes August 16, 2016*), Chair placements will be reviewed by the President on a 3-year cycle but may be reviewed more frequently if the performance of the Chair or needs of the College require.

**a. Selection Procedure and Timeline**

Per Board of Trustees Procedure D.2.3.2, defining the process by which Department Chairs are selected: Department Chairs shall be selected by the College President

using a cooperative process to gather input from faculty and college administration.

The following general guidelines shall be followed:

- 1) Department Chair positions will be posted and all qualified faculty, including candidates from other Alamo Colleges, shall be eligible to apply and be equally considered. At the discretion of the President, external candidates may be introduced into the process to supplement the pool of internal candidates.
- 2) The Department's permanent full-time faculty will share in the review and selection process, per Section IV of this procedure: Evaluation and Selection of Department Chairs.
- 3) A final selection will be made by the President.

#### **IV. Evaluation and Selection of Department Chairs**

##### End of Term Action

In the Fall semester prior to the end of a Department Chair's term, a Faculty Senate member from outside the Department, in a formal meeting of the permanent full-time Departmental faculty, will supervise a secret ballot election to determine by majority vote whether the current Chair will be recommended for continuing to serve in the position or whether the selection process for a new Chair should begin.

If the faculty recommend that the current Chair continue, the faculty will forward that decision to the appropriate Dean of Academic Success for administrative confirmation and either reappointment of the Chair for another term or initiation of the selection process for a new Chair.

If the faculty recommend that the current Chair not continue, the faculty will forward that decision to the appropriate Dean for Academic Success for administrative confirmation and either initiation of the selection process for a new Chair or administrative reappointment of the current Chair.

## Process for selecting a new Chair

1. The Department (the Chair of the Promotion Committee) will post the position. At the discretion of the President, posting of the position may be extended immediately to external candidates or may be reserved for later in the process.
2. The permanent full-time faculty of the Department shall select a nominee from the available candidates whether internal or external (per the *Faculty Handbook*). For purposes of reviewing and considering candidates, the permanent full-time faculty of the Department will function similarly to a faculty search committee. A Faculty Senate member from outside the Department shall serve as the presiding officer.
3. The permanent full-time faculty of the Department will forward their nomination to the appropriate Dean for Academic Success who will provide an administrative response of approval or disapproval within three (3) working days (per the *Faculty Handbook*).
4. In the event the faculty's nominee is not approved, the process will repeat, with the faculty forwarding the name of another nominee (per the *Faculty Handbook*).
5. In the event the Department and the Dean have not reached an agreement within forty-five (45) calendar days of the initiation of the selection process, the President may appoint a Chair from the original pool (per the *Faculty Handbook*).
6. Should no internal candidates apply or should no internal candidates acceptable to the administration be identified, then the posting shall be extended to external applicants (if it was initially extended).
7. Nominations by the faculty and approval/disapproval by the administration will then follow, repeating Steps 3-4.
8. In the event the Department and Dean have not reached an agreement within forty-five (45) calendar days of the initiation of the new selection process, the President may appoint a Chair from the expanded pool.
9. Per the Board of Trustees action (*Board Minutes, August 16, 2016*), the appointment of an external person to the position of Chair and duration of service is determined by the President.

## **V. Discipline Leads**

Discipline Leads are individuals designated to assist the Department Chair in administering the academic affairs of an identified subunit within the Department. Not every academic discipline or field of study will necessarily have a Discipline Lead.

### **1. Duties**

Should the position for a designated Discipline Lead exist, the duties of the Discipline Lead shall be specified in the Department's By-Laws, with the approval of academic administration.

### **2. Appointment and Terms**

Should the position for a designated Discipline Lead exist, the parameters and terms of his/her appointment as Discipline Lead shall be specified in the Department's By-Laws, with the approval of academic administration.

Attachment:

Originator: Alan Cottrell

Date Approved: 11/11/2016

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Approved: *Laura B. Sanchez, Ed.D.*  
Title: Vice President for Academic Success