

DIVISION HEAD JOB DESCRIPTION

Faculty Handbook, Part V: Information

2.8.0 Divisional Head (*added 2/18/2011*)

2.8.1 Appointment

The appointment of Division Head is at the discretion of the Academic Dean upon consultation with the faculty members of the division, members of the administration and other members of the campus community as appropriate.

2.8.2 Term of Office (*revised 3/14/2016*)

Division Heads will normally be appointed to a term of three years. The terms will be staggered so that normally one Division Head is appointed each year. A limited-term appointment can be made to temporarily replace a Divisional Head on one-semester, or two-semester sabbatical or other leave. Should a more permanent vacancy (retirement, resignation, termination, etc.) occur once a three-year term has begun, a replacement will normally be made for the remaining years of the three-year term. Division Heads may be reappointed for successive terms.

2.8.3 Duties (*revised 05/26/2020*)

The Division Head shall,

- a. Serve as an advocate for the division.
- b. Serve on the Faculty Liaison Council (FLC)
- c. Serve to advise the Dean on matters of academic policy, personnel and budget.
- d. Foster communication between the administration of the college, the faculty, and working committees.
- e. Serve as part of the personnel review process as described in the Faculty Handbook.
- f. Serve as part of the budget development process.
- g. Convene the voting members of the division as necessary to discuss matters of importance, hold elections, and for other reasons as she or he determines to be beneficial.
- h. May serve on the committee for faculty searches within the division.
- i. Recruit students, promote, coordinate and support cross department activities within a division such as research efforts, funding possibilities, joint symposia, divisional speaker series, and other divisional activities.
- j. Bring faculty within a division together to discuss and explore common efforts to improve pedagogy, improve facilities, expand opportunities, and other divisional needs.
- k. Participate as appropriate in the supervision of grants sponsored by faculty within the division.
- l. Review Department Chair faculty position requests (new and replacement) and through the Faculty Liaison Council assist administration by ranking position requests for funding.