



Chair of Humanities Humanities and Social Science

HM/2

JOB SUMMARY

This position provides instructional vision, leadership, and support for the faculty and curricula in their respective disciplines in collaboration with the Dean. The Chair works to insure student success in their academic department. The Chair teaches eight to nine credit hours per semester and as needed in the instructional area.

MAJOR DUTIES

- Works with the faculty in their assigned discipline to develop and implement a vision and strategic goals that are aligned with the strategic goals of the College and the USG.
- Assesses and continuously improves curricula, materials and delivery, ensuring that state-of-the-art methods and materials are used and academic standards are upheld.
- Establishes, maintains and promotes effective relations and communication with faculty, staff, college offices, and professional organizations.
- Develops, coordinates, supervises and evaluates personnel and programs within the department.
- Participates in the hiring process for full and part-time faculty.
- Provides orientation, training, mentoring, support and supervision for full and part-time faculty.
- Assesses and communicates professional development needs to the Dean.
- Coordinates the development, implementation and evaluation of individual and departmental goals.
- Addresses student and personnel issues, offers solutions or makes recommendations to the Dean.
- Establishes departmental budget priorities with the faculty and manages department budgets and resources including: equipment, supplies, textbooks, etc.
- Reviews and evaluates instructional materials.
- Assists the Dean in managing and evaluation FTE generation.
- Coordinates class schedules with the faculty, Dean and office of the Vice President of Academic Affairs.
- Develops and implements retention strategies linked with improving departmental graduation rates.
- Communicates and collaborates with diverse groups of students and faculty.
- Coordinates submission of reports for local, state and regional entities.
- Monitors course registration and makes appropriate adjustments in coordination with the Dean.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the fields of humanities.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of budget development and management principles.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill in the delegation of responsibility and authority.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.

- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean, Science and Mathematics assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of school activities.

GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; faculty, staff and student handbooks; and relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application. This position develops school guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to assist in directing the operations of the Division of Science and Mathematics. Success in this position contributes to the successful recruitment and training of qualified students.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over division faculty in the absence of the Dean.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.