BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Academic Department Chair

DEPARTMENT: Academic Affairs

FUNCTION: The Academic Department Chair is responsible for advancing the College’s goal of academic excellence and student success through the oversight of daily operations and academic issues within the department.

REPORTS TO: Divisional Dean

SUPERVISES: Adjunct faculty, lecturers, and support staff

MAJOR RESPONSIBILITIES:

1. Develop, plan and implement department objectives that directly support the college’s mission and goals
2. Work with the divisional dean to develop and assign class schedules that best serve students’ and faculty members’ needs
3. Work closely with faculty on assessment efforts at the classroom, program and department level, including assisting program review and reviewing student evaluations of adjunct faculty
4. Implement academic policy in conjunction with the divisional deans
5. Guide faculty in curriculum development based on student and community needs, including the analysis of hiring trends and costs, for new and established programs
6. Participate in ongoing leadership development, which can include attendance at the Chair Academy or ACE Leadership Academy for Department Chairs
7. Monitor enrollment trends each semester, adding and deleting courses as needed
8. Assist in the recruitment, hiring and orientation of full-time faculty, adjunct faculty and staff
9. Work closely with the Coordinator of Faculty Development to design faculty development activities that are relevant to faculty members in the department
10. Coordinate the utilization of special divisional facilities within overall scheduling parameters
11. Review the department website regularly for accuracy and currency and oversee changes and updates
12. Assist students with the resolution of problems and complaints involving courses, curricula, other academic issues, and departmental faculty in accordance with proper college procedure
13. Verify faculty members complete their advisement hours
14. Coordinate departmental communications with students, administrators and the community
15. Utilize necessary facilities, supplies, and equipment for the support of the instructional programs within the academic department
16. Recruit, appoint, and coordinate the evaluation of part-time faculty and lecturers as necessary and appropriate
17. Attend meetings of the Dean and Department Chair Council (DDCC)
18. Work with high school partners to coordinate the department’s dual enrollment offerings
19. Coordinate textbook orders for the department
20. Prepare catalog and other informational literature for the instructional department
21. Work with departmental faculty to prepare an annual report for the division dean with accomplishments/contributions, enrollment figures, classroom utilization data, operating budgets and capital/personnel needs
22. Provide leadership to faculty for revising general course syllabi, utilizing technology, marketing departmental programs and developing grants
23. Conduct monthly department meetings and assist division dean at division meetings
24. Perform other duties as assigned

MINIMUM QUALIFICATIONS: Must be tenured or tenure-track faculty of professorial rank within the department.

Knowledge, Skills and Abilities: Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: As per the BCC Teaching Credentials Manual

Experience: Leadership in a community college setting

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Submitted by: ______________________ Date: ____________
Name/Title

Approved by: ______________________ Date: ____________
Name/Title
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