

Chapter: Organization

Modification No. 001Subject: **Role of Department Chairs****I. What Department Chairs Do**

Department Chairs at Montgomery College are faculty who serve under the guidance and direction of an appropriate dean to facilitate the provision of services that enhance the teaching effectiveness of faculty. Department Chairs provide critical leadership for instructional programs and students' development. Department Chairs plan, develop, administer and evaluate programs, services and personnel. They encourage innovation and promote excellence. They develop and maintain a climate which fosters maximum student growth. Specific responsibilities of the Department Chair are defined below.

The Department Chair facilitates and encourages:

1. Excellence and innovation in teaching and advising
2. Curriculum development and modification
3. Cooperation with other campus and College units
4. Professional development of faculty and staff
5. Efforts to improve

The Department Chair provides leadership for and assures meaningful opportunities for faculty participation in:

1. Departmental planning, scheduling and budgeting
2. Recommending the selection of new full-time faculty
3. Full-time faculty evaluation processes
4. Selection and evaluation of part-time faculty
5. Hiring, supervision and evaluation of support staff
6. Representation of the department in activities within and outside the College

To assure that faculty efforts can be focused as much as possible on teaching and learning, the department chair advocates for faculty needs in a variety of areas and oversees provision of department services in the following areas:

1. Day-to-day departmental operations
2. Departmental fiscal operations

3. Departmental physical facility needs

II. How Chairs Fulfill Their Duties

To promote the revitalization process at Montgomery College, Department Chairs will persistently:

1. Work cooperatively with others in the organization to achieve departmental and College objectives and strive for excellence
2. Focus their endeavors on providing high quality service to students
3. Seek feedback from students and the community to facilitate improvement and innovation
4. Be visible and accessible to students, faculty and staff
5. Endeavor to communicate freely, openly and responsibly
6. Involve those affected by a decision in its formulation
7. Monitor and evaluate student, faculty and staff progress in order to identify and encourage needed change
8. Seek ways to enhance responsiveness to students, faculty and staff
9. Make decisions on a timely basis and facilitate decision-making at the lowest practical level
10. Help students, faculty and staff to grow and realize their full potential

III. Selection Process

Department Chairs will be recommended by faculty members in the department to the appropriate dean for appointment. The Chair should serve a term of three years without restriction as to re-appointment. In the case of resignation or retirement of the Department Chair before the term has expired, the faculty in the department will recommend a new Chair and submit the recommendation to the appropriate dean for appointment. Department Chairs will be compensated by alternate time during the academic year and summer. Evaluation as Department Chair will be part of that person's regular evaluation process and will be conducted by the appropriate dean and department members.

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