DIVISION HEAD JOB DESCRIPTION

Faculty Handbook, Part V: Information

2.8.0 Divisional Head *(added 2/18/11)*

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
Division Heads will normally be appointed to a term of five 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 5-year term has begun, a replacement will normally be made for the remaining years of the five-year term. Division Heads may be reappointed for successive terms.

2.8.3 Duties
The Division Head shall,

a. Serve as an advocate for the division.

b. Serve to advise the Dean on matters of academic policy, personnel and budget.

c. Foster communication between the administration of the college and the faculty.

d. Serve as part of the personnel review process as described in the Faculty Handbook.

e. Serve as part of the budget development process.

f. 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.

g. Serve on the committee for faculty searches within the division.

h. 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.

i. Bring faculty within a division together to discuss and explore common efforts to improve pedagogy, improve facilities, expand opportunities, and other divisional needs.