# NewCoastlineLogo

# International Languages Department Chair – Position Description

## Core Activities (All Departments)

### Primary Activities

1. **Liaison and Communication:** Act as **liaison** with faculty and between faculty, Senate, and administrators
2. **Meetings:**  Meet regularly with the discipline dean and meetings called by the Office of Instruction
3. **Availability:** Flexibility to meet on a variety of days and times for classroom visits, site visits, faculty meetings,  and committee work
4. **Scheduling:** Assist with **schedule** development for your department/division
5. **Faculty Evaluations:** In consultation with dean, coordinate and conduct **part-time faculty evaluations** (one-third per year, including all new faculty)
6. **Curriculum/Program Development:** Guide departmental **curriculum development**, including development of new courses and programs and revision of existing courses and program, working with full and part-time faculty, dean, and advisory committee/business community; work with college articulation officer as necessary to ensure proper course/program articulation
7. **Hiring and Assignment of Instructors:** Serve as advisor/resource person to assist in **instructor selection** and assignment to fill vacancies
8. **Professional Development:** Assist with **professional development**: orient new instructors; mentor new and continuing faculty to strengthen teaching strategies and technology skills; provide resource information related to improving instruction and classroom research
9. **Discipline/Department Meetings:** Lead **discipline/department meetings**
10. **Program Review:** Provide leadership to **Program Review**, including conducting five-year reviews and ensuring follow-up on goals and recommendations (\*1 extra LHE during Program Review year)
11. **SLOs:** Provide leadership on course and program-level **student learning outcomes**, guiding faculty in identifying expected SLOs and in implementing plans to ensure regular assessment and effective analysis and use of SLO results; guide development of appropriate assessment and scoring tools; lead analysis, follow up and tracking of outcomes

### Secondary Activities

1. **Textbooks/Course Materials:** Research and review appropriate **textbooks** in his/her curriculum and recommend any changes for implementation
2. **Instructional Environments:** Provide administrators with input regarding the **classroom and DL environments** and necessary equipment and supplies to make them function adequately, including labs
3. **Marketing:** Research and (where appropriate) help to develop and implement the most effective types of **publicity** for the applicable program, including program website, brochures, presentations, etc.
4. **Fundraising/Grants:** Assist in the coordination of **fundraising** and performance events, including proposal development for **grants**
5. **Documentation and Reporting:** Assist with state-required **documentation and reporting**
6. **Respond to Emerging Priorities**

## Other Activities (based on department need)

### Primary

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| * **Course Coordination:** Improve course coordination and faculty communication between Coastline and district colleges, other community colleges, high schools, and state colleges and universities * **Electives:** Coordinate and promote electives within program and with related programs |
| * **Program Committees/Boards/Panels:** Chair and/or serve on departmental committees or boards related to student issues (e.g., admissions, grievances, disciplinary issues, etc.) |
| * **Publications:** Develop and maintain appropriate publications for marketing and use by students, faculty, and staff |
| * **College, Regional, Statewide Meetings, and Boards:** Represent college |
| * **Student Success:** Work with departmental faculty, Student Success Center Coordinator and success center staff to develop and implement learning resources (e.g., embedded tutors, learning assistance materials) for department courses * **Library:** Work with departmental faculty and librarian to identify and develop needed library resources for department and instruction |
| * **Planning:** Monitor and analyze enrollment trends and make recommendations regarding increased/expanded/redesigned offerings in light of enrollment trends and budget factors * **Budget:** Provide input during budget development process; assist in monitoring budget * **Community Liaison:** With administrators and staff at current and potential instructional sites * **Committees:** Serve as program/departmental representative on appropriate college, district, regional, and/or statewide committees |
| * **Alternative Delivery/Scheduling Modes:** Accelerated, distance learning, etc. and coordinate support for all department faculty in Regular and Substantive Interaction (RSI) |

### Secondary

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| * **Orientations:** Plan, conduct, and/or present at new student program orientations |
| * **Professional Memberships:** Coordinate institutional membership in appropriate organizations; maintain individual membership as required or appropriate for the program |
| * **Recruitment:** Make presentations and/or conduct program tours as part of recruitment effort |
| * **Special Events:** Coordinate special events (e.g., year-end, graduation, fund raisers, lecture series, exhibitions, performances, etc.) |
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