# NewCoastlineLogo

# Physical Sciences 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. Screen potential candidates on Neo.gov. Participate in hiring interviews as needed.
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). Write or assist in writing the annual program review.
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. Order textbooks or assist in ordering.
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)

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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 |
| * **Equipment:** Review, recommend, maintain, and surplus as necessary; coordinate donations |
| * **College, Regional, Statewide Meetings, and Boards:** Represent college |
| * **Committees:** Serve as program/departmental representative on appropriate college, district, regional, and/or statewide committees |
| * **Planning:** Monitor and analyze enrollment trends and make recommendations regarding increased/expanded/redesigned offerings in light of enrollment trends and budget factors |
| * **Electives:** Coordinate and promote electives within program and with related programs |
| * **Outreach:** Work cooperatively with other colleges/universities to develop cooperative and/or articulated programs |
| * **Lab Design/Studio Design** |
| * **Alternative Delivery/Scheduling Modes:** Accelerated, distance learning, etc. |
| * **Support Staff:** Recruit, select, assign, and train classified and hourly non-classified support staff (instructional and non-instructional) and volunteers |
| * **Program Committees/Boards/Panels:** Chair and/or serve on departmental committees or boards related to student issues (e.g., admissions, grievances, disciplinary issues, etc.) * **Assist in hiring and overseeing instructional lab associates.** * **ASSIST IN THE IDENTIFICATION AND COORDINATION OF SCIENTIFIC LABORATORY INVENTORY** * **ASSIST IN IDENTIFYING LABORATORY NEEDS** * **ASSIST IN DEVELOPMENT OF BUDGET FOR THE SCIENTIFIC LABS AND IN MAINTAINING A BUDGET** * **ASSIST IN DEVELOPING/FOLLOWING SAFETY PROTOCOLS FOR THE STORAGE AND DISPOSAL OF HAZARDOUS WASTE MATERIAL** * **COORDINATE CANVAS TRAINING AMONG FULL AND PART TIME FACULTY** |