

## **Article 12 - Academic Leadership Roles**

This article includes a description of the responsibilities and the compensation structure for the academic leadership roles that may exist within an academic department. These roles include Department Chair, Assistant Department Chair, Program Director and Lead Faculty. Faculty will be contracted for only one Academic Leadership position at a time. Exceptions for extenuating circumstances must be approved by the Vice President of Academic Affairs prior to offering a contract consisting of multiple Academic Leadership positions at a time.

The Academic Leadership Role, assigned bargaining unit member, and the final allocation of release time will be published and kept updated online on the Faculty Infobook website and on a page linked from the Vice President of Academic Affairs webpage. Academic Leadership Role job descriptions will be published and kept updated on the Faculty Infobook website and linked from the Vice President of Academic Affairs webpage.

### **Department Chair Section**

#### **Section 1. Department Chair Summary**

The Department Chair position manages and facilitates daily administrative operations of the academic department which it oversees. Responsible for day-to-day functions, the Chair works with key internal and external stakeholders (including faculty, staff, and students) to align departmental academic functions in carrying out CSN's strategic plan, mission, vision, and goals.

Department Chairs are members of the bargaining unit. The Department Chair primarily serves as the direct supervisor of the faculty in the department and as the central leader for all operations of the academic department. The Department Chair supports the work of faculty and staff in reaching the goals of the department and the institution. A faculty member serving as a Department Chair will maintain all rights and privileges as a member of the full-time faculty.

#### **Section 2. Major Responsibilities**

- A. Oversees the day-to-day operations of the department.
- B. Provides supervision and evaluation of departmental faculty and staff, including the recommendation of teaching assignments in collaboration with the faculty member.
- C. In consultation with the full-time faculty in the department and the dean, determines the need for assistant chair, program director, and/or lead faculty positions within the department, per section II.
- D. Leads the consultative process in selecting assistant chairs, program directors, and/or lead faculty. The Department Chair is responsible for the supervision and guidance of these roles/positions.
- E. Facilitates departmental communication through conducting departmental meetings and using other mediums as necessary.

- F. Manages departmental budgets. Distributes budget information to Program Directors.
- G. Oversees course schedules in conjunction with departmental leadership with college-level guidance provided by the appropriate academic dean and the VPAA.
- H. In conjunction with the Dean, resolves student issues and makes recommendations as appropriate.
- I. Provides oversight and administration of CSN and NSHE policy for the department, in conjunction with the Dean.
- J. Oversees the hiring, supervision, and evaluation of part-time faculty within the department with the support of other academic leaders in the department as appropriate.
- K. Serves as the department representative to the College.
- L. Provides oversight and administration in matters of curriculum development and modification.
- M. Engages in recruitment and hiring processes for staff and full-time academic faculty.
- N. Conducts program reviews, while engaging in strategic planning and accreditation for the department.
- O. Oversees assessment activity associated with student learning outcomes.
- P. Ensures professional development opportunities for faculty and staff within the department.
- Q. Demonstrates a commitment to diversity, equity, and inclusion.

## ANNUAL DEPARTMENT CHAIR RE-ASSIGNED TIME IU'S

NAME	DEPARTMENT	SCHOOL	Total Re-assigned Time IU's for 2023-2024 Academic Year
Kevin Mitchell	Communication	Arts & Letters	18
Levia Hayes	English	Arts & Letters	24
Stephen Peridore	World Languages	Arts & Letters	18
Robert Bonora	Fine Arts	Arts & Letters	18
<b>TOTAL ARTS &amp; LETTERS</b>			<b>78</b>
Dana Jones	Accounting, Finance and Computer Office Technology	Business	12
Maria Schellhase	Business Administration	Business	18
Richard Main	Criminal Justice & Emergency Services	Business	18
Terri Jones (Interim)	Hospitality Management	Business	18
<b>TOTAL BUSINESS, HOSPITALITY, PUBLIC SAFETY</b>			<b>66</b>
	Nursing (N/A)	Health Professions	0
Jim Godin	Dental Sciences, Diag. Eval. & Rehab. Services	Health Professions	18
Cassie Gentry	Health Related Professions	Health Professions	12
<b>TOTAL HEALTH SCIENCES</b>			<b>30</b>
Matthew Mahrt	Biological Sciences	Math & Science	18
Chris King	Mathematics	Math & Science	24
Amanda Hudson	Physical Sciences	Math & Science	18
<b>TOTAL MATH &amp; SCIENCE</b>			<b>60</b>
James Bull	Applied Technologies	Applied Programs	24
Naser Heravi	Computing & Information Tech	Applied Programs	18
Jonathan Boarini	Media Technologies	Applied Programs	12
<b>TOTAL ADVANCED &amp; APPLIED TECH</b>			<b>54</b>
Rochelle Hooks	Education	Social Sciences	12
Wil Wilreker	Human Behavior	Social Sciences	24
Eric Davis	Social Sciences	Social Sciences	24
<b>TOTAL EDUCATION, BEHAVIORAL &amp; SOC. SCIENCES</b>			<b>60</b>
<b>2023-2024 TOTAL DEPARTMENT CHAIR RE-ASSIGNED TIME</b>			<b>348</b>