



**DEPARTMENT CHAIR
SUPPLEMENTAL CONTRACT**

It is recommended that _____ Social Security No. _____ be
 appointed as _____, for fall, spring, summer semesters at Panola College in the School of
 _____ for the academic year _____ as set out in the College Calendar. Contract Term _____
 Department: _____ Objective: _____

Below is your stipend for the current period. This stipend is for duties beyond your contract, as assigned to you from time to time. This stipend may be increased, decreased or eliminated at the sole discretion of Panola College. The assignment(s) for which this stipend is paid may be discontinued at any time for any reason or no reason, by you or by the College. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty. The stipend shall be payable in twelve (12) equal installments, each payment on or about the 15 of each month.

Semesters	Teaching Load Required	Stipend	Overload Allowed
Fall Semester			
Spring Semester			
Summer Terms			
Special Terms			

CONDITIONS OF EMPLOYMENT:

- This document, Supplemental Department Chair Contact --, is a term contract of employment for one semester only, renewable at the option of the College. No property interest, expressed or implied is created in continued employment beyond the period of time stated in the contract.
- Teaching courses and serving as a role model for faculty members in the school/department.
- Supervising faculty and support staff (if assigned) including observations, reviews, coordinating and tracking professional development.
- Recruiting qualified adjunct instructors and conduct and document department meetings regularly to ensure involvement by all faculty members in department activities.
- Preparing and submitting documentation in a timely manner to meet all applicable deadlines.
- Scheduling classes and assigning faculty and lab specialist workloads.
- Initiating paperwork for overload and adjunct faculty and lab specialists contracts each term.
- Managing classrooms and labs to ensure equipment is maintained and up-to-date.
- Advising students in the school/department.
- Assisting in resolving student issues with faculty and College offices.
- Practicing good stewardship in managing departmental budgets and appropriately documenting expenditures.
- Coordinating with department faculty to plan the budget.
- Recruiting students by supporting and participating in official College recruiting functions, visiting area high schools, and hosting visiting families and groups.
- Coordinating textbook adoptions with instructional dean.
- Initiating and coordinating formal course/program changes (C&I process).
- Providing updated program information for the College catalog.
- Coordinating advisory committee membership and schedule committee meetings, if applicable.
- Representing the College in community events relative to program assigned, if applicable.
- Assisting with registration and advisement of new students in the Fall, Spring and Summer and also assign full time faculty to assist in registration.
- Responsible for the department and programs instructional effectiveness and program review.
- Responsible for reviewing faculty professional development and planning for the next year.
- Employee understand and promises faithfully to perform the duties assigned by the President of the College or his designated representative, and to conform to such rules, regulations, policies and procedures as may be prescribed by law and the Board of Trustees of Panola College. Employee acknowledges that he or she has read, and accepts the terms of, the official policies and procedures of Panola College.

ACCEPTED: Employee _____ Date _____

RECOMMENDATIONS: Appropriate Dean _____ Date _____

APPROVAL: Vice President of Instruction _____ Date _____

President _____ Date _____

Director, Human Resources _____ Paperwork Complete: Yes ___ No ___ Date _____