

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Department Chair – Liberal Arts	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Dean of Instruction
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**Position summary:** This is a full time, nine month contract responsible to the Dean of Instruction. The Department Chair is responsible for the overall duties associated with instructing students and actively assisting the College as it strives to fulfill its goals and objectives.

**Position responsibilities:**

- Teach courses and serve as role model for faculty members in the department.
- Recruit, screen, and facilitate the employment of qualified adjunct faculty for the department.
- Conduct and document department meeting regularly to ensure involvement by all faculty members in department activities. Minutes of meetings shall be posted online on the department webpage.
- Prepare and submit documentation in a timely manner to meet all applicable deadlines.
- Serve on College committees as assigned and assign full time faculty to committees.
- Schedule classes and assign faculty workloads with approval of the instructional dean.
- Initiate and submit paperwork for faculty overloads and adjunct pay to instructional dean.
- Manage classrooms and labs to ensure equipment is maintained and up-to-date.
- Advise students in the department.
- Assist in resolving student issues with faculty.
- Practice good stewardship in managing departmental budgets and appropriately documenting expenditures.
- Coordinate with department faculty to plan annual budgets.
- Meet with the administration to present budgets from each academic program within the department.
- Coordinate the planning, implementation, evaluation and documentation of Institutional Effectiveness for the department in a timely manner.
- Coordinate with other departments to support program facilities and activities (e.g. IT, maintenance, campus security, etc.)
- Recruit students by supporting and participating in official College recruiting functions, visiting area high schools, and hosting visiting families and groups.
- Maintain website material or assign to faculty member to ensure program information is current.
- Recommend textbook adoptions to instructional dean.
- Oversee production of master and individual course syllabi and submit updated to the instructional dean in a timely manner each semester.
- Initiate and coordinate formal course/program changes to the curriculum and instruction committee.
- Recommend updated program information for the College catalog to the instructional dean.
- Coordinate advisory committee membership and schedule committee meetings, if applicable.
- Represent the College in community events relative to program assigned.
- Coordinate and complete a College program as needed.
- Assist with registration and advisement of students each semester and assign faculty to assist as well.
- Perform all duties of professors as listed in the current Panola College Faculty Handbook.
- Perform other duties as assigned.

**Minimum Position Requirements:**

- Master's Degree in subject area within the academic department required, three years management experience preferred; instructional experience in higher education preferred. Commitment to the teaching profession, its goals and ideas, and enthusiasm for the mission of the community college.

**Knowledge, Skills, and Abilities Required:**

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Interpersonal skills which reflect total commitment to student development in all college activities required.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.

- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.