

Responsibilities of Instructional Leaders

TASK/FUNCTION		Curriculum/Instruction	Facilities	Management	Student/Faculty Issues	Dean	Assistant Dean	Department Chair	Assistant Department Chair
1	Plans, develops, and evaluates curriculum	X				X		X	
2	Ensures instructional program planning (Master Plan)	X				X		X	
3	Ensures continuous quality improvement in all courses and programs	X				X		X	
4	Ensures Course Master Syllabi compliance	X				X		X	
5	Evaluates faculty credentials	X				X		X	
6	Ensures unit plan development (OIE)	X						X	
7	Ensures Unit-Level Effectiveness Assessment Documentation (ULEAD)	X						X	
8	Ensures GIPWE/ACGM/SACS/Co-Board guidelines compliance	X						X	
9	Oversees departmental internship/practicum program	X						X	
10	Coordinates textbook selection	X						X	
11	Assigns offices		x			X			
12	Assigns classrooms (in conjunction with campus managers)		x					X	
13	Addresses safety issues (in conjunction with campus managers)		x					X	
14	Supervises and evaluates site-based support staff			X		X	X	X	X
15	Approves final course schedule			X		X		X	
16	Recommends cancelled classes			X		X		X	
17	Monitors office hours			X		X		X	
18	Supervises & evaluates full-time and adjunct faculty			x		X		X	
19	Monitors performance improvement (as required by evaluation process)			X		X		X	
20	Requests new faculty positions			X		X		X	
21	Recommends new FT faculty to Dean and VP for final approval			X		X		X	

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22	Prepares/oversees the preparation of required reports (including budget recommendations, student follow-up, release time/stipend reports, faculty LEH, and accreditation reports)											X						X								X							
23	Oversees approved instructional/operating budgets for assigned areas and functions											X						X								X							
24	Orders equipment											X						X								X							
25	Ensures consistent application of administrative rules in academic areas (in conjunction with Vice Presidents)											X						X															
26	Approves faculty class assignments											X						X															
27	Monitors faculty LEH workloads											X						X															
28	Approves adjunct faculty appointments											X						X															
29	Supervises and evaluates Department Chairs											X						X															
30	Approves budget											X						X															
31	Approves travel reimbursement											X						X															
32	Facilitates dean area meetings											X						X															
33	Develops initial course schedule (in consultation with department personnel)											X																		X			
34	Makes faculty assignments											X																		X			
35	Approves Distance Learning assignments											X																		X			
36	Maintains Eligibility List											X																		X			
37	Hires, supervises, and evaluates lab assistants											X																		X			
38	Selects and supervises Assistant Department Chairs on an annual basis (as applicable)											X																		X			
39	Develops Budget											X																		X			

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40	Orders instructional supplies			X				X	
41	Facilitates department meetings			X				X	
42	Facilitates advisory committee meetings			X				X	
43	Recommends members of interview committee for full-time faculty positions			X		X	X	X	X
44	Provides leadership for and approves professional development activities for departmental faculty and staff			X					
45	Makes/reviews updates to College Catalog			X		X	X	X	X
46	Monitors faculty LEH workloads			X					
47	Reviews/resolves on-site student and faculty issues				X	X	X	X	X
48	Serves as contact for Registration/Add-Drop Issues				X	X	X	X	X
49	Approves class limit override				X	X		X	
50	Approves informal class transfers				X	X		X	
51	Approves course substitutions/waivers				X	X		X	
52	Addresses student complaints against instructors				X	X			
53	Addresses employee complaints against supervisor				X			X	
54	Serves as initial contact for payroll issues				X			X	
55	Approves administration of course challenge exams				X			X	
56	Approves grade change requests				X			X	
57	Processes Incomplete grade changes				X			X	