

KENTUCKY WESLEYAN COLLEGE

Vice President of Academic Affairs & Dean of the College

DIVISION CHAIRS

Appointment of Division Chairs

The Division Chair will be appointed for a 3 year term by the Vice President of Academic Affairs. Faculty interested in being Division Chair may apply for the position and the VPAA may solicit applications. Applicants will be interviewed. Continuation will be based on successful performance and at the end of the three year period the existing Chair may reapply.

Responsibilities of Division Chairs

The Division Chair provides leadership in all areas of the administration of the academic division. The chair is responsible for the overall strength and vitality of divisional programs, the support and guidance of divisional colleagues, and the academic well-being of the students enrolled in the divisions' courses and programs. The Chair oversees the implementation of the College's policies and procedures with respect to faculty colleagues and students and acts as a representative of the division to the wider College community.

Division Chairs have a variety of more specific responsibilities as listed below. In summary they have the final responsibility for most matters pertaining to the governance of the division and planning; thus, Chairs are responsible for overseeing student advisement at the divisional level, faculty recruitment and development, evaluation and supervision of divisional faculty, support staff, student workers, and assistants, maintaining the records and files of the division, developing and managing the divisional resources, coordinating the scheduling of classes, seeking external sources of revenue to support programming, and representing the division to external constituencies. Divisional Chairs are expected to solicit the views of all members of the division in making important decisions and in making recommendations to the VPAA on matters concerning the division.

I. Within the Division

Division Leader and Advocate

- Encourages faculty to engage in scholarly work and pursue excellence in teaching
- Encourages faculty to undertake ongoing programs of updating their instructional and professional background & programs
- Promotes involvement among faculty in related professional organizations at the local, state, and national levels, as well as service with the division and college
- Articulates the needs, problems, and views of the faculty to the administration
- Assists in the implementation and administration within the division of college-wide policies and procedures
- Advocates and justifies divisional needs to the administration to assure the continuation and development of the instructional programs within the division
- Leads division meetings
- Disseminates information to the faculty within the division
- Maintains open communication among faculty, staff, and students within the division

Manage and support faculty and staff

- Involved in the recruitment of full-time faculty within the division

- Assesses potential faculty through recommendations, personal interviews, reference checks, and examination of the candidate credentials in the areas of teaching, scholarly and creative activities, service, and educational preparation and earned degrees to ensure SACS compliance.
- Recruits and selects staff
- Participates in the annual performance evaluations of faculty and support staff to aid in their professional growth
- Provides recommendations to faculty committees and administrators to assist in making decisions on reappointment, tenure, promotion, and merit salary adjustments
- Resolves student complaints about faculty performance (including grade disputes)
- Oversees the mentoring of new faculty

Curriculum

- Oversees course scheduling within and between divisions
- Proposes and is responsive to new ideas, innovative courses and alternatives to existing programs that fit within the divisional structure
- Articulates student requests and recommendations on curricular matters to the faculty so that the division curriculum is responsive to student needs

Advising

- Ensures an effective and ongoing student advisement program in the division

Budget Development and Management

- Develops and manages budget allocations
- Oversees property and equipment and maintains property inventory
- Determines equipment and space needs

Administrative Support Functions

- Provides a variety of administrative reports concerning activities such as faculty workloads, assigned time
- Ensures that Program Directors and/or faculty meet deadlines for submission of schedules, assessment reports, catalog copy, syllabi, etc. as required by administrative units

II. Within the College

Serves as a contact for the Admissions Office

- Helps coordinate participation in recruiting events
- Responds to requests for recruitment materials – including web page development/maintenance

Serves as a contact for the Advancement Office

- Identifies fund-raising needs and then work with Advancement to secure them
- Works with the Advancement Office and divisional faculty in seeking external sources of funding to resource programs through grant proposal writing, visiting potential donors when requested by Advancement, etc.
- Helps coordinate participation in alumni activities and events as needed.

III. Outside the College

- Acts as a point person for all outside requests for help and expertise
- Responds to surveys
- Acts as a liaison with State agencies