

**Mars Hill University**  
**POSITION DESCRIPTION**

**Position:** Department Chair  
**Reports to:** Division Dean  
**Status:** Full-time, 10 months, faculty

**Summary:** Department Chairs are the primary academic administrators for all programs in their departments. Department Chairs collaborate with Division Deans and Program Coordinators to provide, review, and improve academic programs. A Department Chair is appointed by the Vice President for Academic Affairs upon the recommendation of the appropriate Division Dean.

**Responsibilities**

- ❖ Administer all matters pertaining to instruction, personnel, and resources in the department
- ❖ Actively promote all department programs
- ❖ Sit on the Chairs Council to develop, implement, and revise outcomes assessment and program review protocols
- ❖ Develop annual proposals for all department budgets in collaboration with Division Deans and Program Coordinators
- ❖ Directly supervise and mentor all department personnel
- ❖ Advise the Division Dean in developing position announcements and appointing committees for full-time faculty searches
- ❖ Interview prospective adjunct instructors and make hiring recommendations to the Division Dean
- ❖ Assign major program advisors
- ❖ Establish department annual goals and provide interim and annual reports on the achievement of these goals to the Division Dean
- ❖ Administer the assessment of student learning outcomes for all department programs
- ❖ Propose course schedules for all traditionally offered department programs
- ❖ Collaborate with the Dean of Adult and Graduate Studies in planning evening and summer course schedules for non-traditional students
- ❖ Administer workloads of all instructional personnel in the department
- ❖ Review course evaluations of all instructional personnel in the department
- ❖ Evaluate all department personnel annually
- ❖ Hear and rule on academic appeals regarding department instructors
- ❖ Supervise student workers employed by the department, as appropriate
- ❖ Coordinate department personnel participation in Visitation Days and other recruitment events
- ❖ Convene meetings of all department personnel at least twice per semester
- ❖ Teach 21 semester credits per year (typically a 4/3 load)
- ❖ Carry out other duties as assigned