At MCTC the Tech coordinators get the same release credits as the Liberal arts coordinators so the assignments are the same. Each dept. has its different tasks due to the size and structure of the Program, Dept., or Division.

Minneapolis Community and Technical College

**Academic Affairs Coordinator General Job Description**

**Purpose:** To provide coordination among the assigned areas and act as liaison between the instructional programs of the college and the Academic Affairs office.

**Reports to:** Assigned Dean

**Clientele:** Faculty of the assigned department(s), administrators, staff and students

**Responsibilities:**

1. To coordinate the review and development of college curriculum within assigned area(s). This includes assisting with the formal assessment of programs, recommending new course offerings or alterations, as well as discontinuance of current curriculum offerings.

2. To work collaboratively with the Dean in the scheduling of classes for assigned departments, including reviewing course offerings as well as recommending class schedules that meet all program requirements of the college.

3. To participate in the selection and orientation of faculty, both full and part-time, via the college committee structure and in an ad hoc fashion with the Dean as necessary.

4. To work collaboratively with the Dean in determining instructional resource needs and preparing budget(s), and to review and monitor assigned budget(s) to insure proper expenditures.

5. To provide two-way communication between the administration and the assigned department(s) regarding issues relative to the teaching and learning environment at the college, including actions requested at Coordinator meetings.

6. To communicate from a faculty perspective with persons outside the college who may be interested in the coordinator's assigned areas.

7. To conduct program planning and implementation meetings with instructors in the assigned area on topics related to the delivery of instruction. Minutes of such meetings should be distributed to members, instructors, and to the college administration in a timely manner.

8. To assist in the planning and conducting of program advisory committee meetings on a regular basis (at least twice per year). Minutes of such meetings should be distributed to members, instructors, and to the college administration.
9. To assist in the design, delivery, and evaluation of marketing efforts for associated courses and programs, and to aid in the recruitment and retention of students for the college in general.

10. To facilitate and maintain professional relationships and communication with K-12 districts, other MnSCU 2/4-year institutions, and with MnSCU, the University of Minnesota, and State and Federal departments that license and approve college curricula.

11. To coordinate advising, internships and/or clinical sites as appropriate for educational learning.

12. To work collaboratively with the dean on articulation agreements with MnSCU and other institutions.

Each coordinator, in collaboration with the dean, should prioritize this list with an eye toward what makes the most sense for each division.
FACULTY member’s responsibilities per the contract:

Core components:
- Classroom teaching
- Student contact
- Professional development
- Service to the college

Other components:
- Student advising
- Course evaluation
- Classroom preparation
- Evaluation of student performance
- Committee assignments
- Classroom research
- Community service

Duties of a department/division chairperson per the contract:
- Coordinate the activities of the department through regular consultation with all members of the department/division

Expectations of a department chair -based on 1998 agreement of Administration and UTCE Faculty Senate were based on Domains of Management which was developed from the 14th Annual International Conference on Teaching and Leadership Excellence in 1997. This was a refinement of the previous document of duties and responsibilities of a Department Chair at Willmar Technical College from 1985. There is a long history of the expectations of Department Chairs on the Willmar Campus

PLANNING: facilitate setting departmental objectives and goals and the strategies for achieving them; facilitate course of action including long and short range goals.

ORGANIZING: identify and arrange work for the effective accomplishment of objectives; allocate resources

STAFFING: participate in orientating and facilitating the development of competent faculty as related to department needs. Participate in orientating, evaluating, and facilitating the development of competent staff as related to department needs.

LEADING: motivate faculty toward maximum accomplishment of departmental goals without neglecting individual needs and maintain a productive departmental climate

MONITORING: monitor progress toward departmental objectives

DECISION MAKING: identify areas where departmental decisions are needed, facilitate problem solving within a department

COMMUNICATING: utilize both formal and informal channels to insure that communication channels are functioning with the department and between the department and the college

HUMAN RELATING: work with, understand, and motivate departmental members, individually and as a group.

There was an expectation that department chairs would attend a monthly chair meeting during the academic year.
NORTHLAND
Liberal Arts Division Chair

Report to: Dean of Academic Affairs

Position Concept:
Division Chairs are faculty leaders who serve as liaisons between faculty members in their divisions and the administration. As such, Chairs serve as the points of contact for both groups in conducting the business of the college and in addressing issues and concerns that arise through the practice of providing quality programs and courses to students. Chairs are part of the leadership team of the College and are expected to contribute to long-range planning and accomplishment of the College.

Chairs represent the faculty in academic areas and assist the Dean in the conduct of matters affecting academic divisions; supervisory issues are not included in the responsibilities of chairs.

Specific Responsibilities:
• Assist the Dean in the preparation of efficient semester and annual class schedules, including coordination of room schedules within the division and with other divisions both on-campus and across the college
  o Prepare schedule for EGF Liberal Arts land and distance.
  o Assign rooms for all courses in division to meet various needs for technology and space.
  o Work with faculty in developing staffing for all EGF Liberal Arts courses, including land, online, College in High School, and Online College in the High School. This work further includes working with some TRF Faculty who teach in EGF, and some EGF faculty who teach in TRF.
  o Work to coordinate ITV scheduling between campuses, including staffing of such courses.
  o Coordinate with Business, Trades, and Health Divisions to ensure that Liberal Arts division course offerings meet the needs of programs, both in what and when courses are offered, but also in terms of the number of seats offered.
  o Maintain a course rotation of Liberal Arts courses that helps to ensure good enrollment for those courses that serve only Liberal Arts majors, while offering a good selection of courses to these same students.
  o Consult with the Dean in making adjustments to course offerings (additional sections and cutting sections) throughout registration.
  o Work with Building and Grounds supervisor regarding issues related to space/rooms/etc., particularly for courses with unique needs (e.g., music, HPER).
  o Work through the Division Chair group to address issues related to technology in the classrooms.
• Assist the Dean in the development of planning and budget proposals for personnel, facilities, equipment and technology
  o Consult with faculty regarding budget needs.
  o Assist faculty with development of annual budget requests for both supply budgets and equipment requests.
  o Take the lead in budget requests for additional faculty lines and/or personnel within the division.
  o Work with faculty on making Perkins equipment budget requests.
Make recommendations to the campus division chairs committee regarding prioritization of program supply & equipment budget requests.

Work with the Dean on recommendations on adjusting supply budgets to insure all disciplines remain within budget limits.

- **Assist the Dean in recruiting, orienting, mentoring, and assisting part-time faculty in the division**
  - Assist the dean in finding, interviewing, and hiring part-time faculty.
  - Assist part-time faculty in the process of completing the hiring process.
  - Assist part-time faculty with college processes, such as book ordering, CCO requirements, syllabus and curriculum development, computers, etc.
  - Serve as a point of contact for part-time faculty seeking mentoring or other assistance with classroom management questions or issues.

- **Participate in the work of personnel screening committees within the division**
  - Participate in hiring committees for full-time faculty within the division.

- **Assist the Dean in promoting and implementing assessment activities within the division**
  - Participate on assessment committee.
  - Serve as a point of contact for faculty and consult with faculty working on assessment within their given disciplines.
  - Serve as the primary faculty lead for the Liberal Arts Program Review on the EGF campus.
  - Consult with faculty as needed on student issues that arise within the classroom.

- **Consult with administration and division faculty members on program matters**
  - Consult with faculty working on new course development.
  - Consult with faculty and administration working on program matters (e.g., development of certificates, design of discipline area offerings, local and state review of transfer curriculum, Liberal Arts Sustainability processes, etc.)
  - Consult with administration and faculty on areas of general program concern (e.g., ESL, course prerequisites, developmental education, college wide rotation of specific Liberal Arts courses).
  - Consult with administration on student issues within the division.

- **Assist the Dean in the development of curriculum that meet student need and enhances student outcomes**
  - Duties here align with previous duties listed above.

- **Be responsible for communication within the division and with the administration**
  - Hold division meetings 2-3 times per semester.
  - Hold meetings with discipline groups as needed to address specific issues, including coordinating college wide discipline groups when appropriate (e.g., curriculum development).
  - Email division members with pertinent announcements
  - Collect and review workload documentation.
  - Consult with the Dean on the accuracy of the schedule Matrix.
  - Consult with the Dean and faculty on the wide range of issues that arise within the day to day operation of the division within the college.

- **Attend division chair meetings and participate in the collective work of this group**
  - Attend biweekly division chair meetings
  - Bring forward for consideration to the division chair group concerns and issues pertinent to the division (faculty and/or students)
The division chair must be available for consultation with faculty members in the division and with the Dean.
ROCHESTER
Division-Department Coordinator
Job Description

The Coordinator guides the division or department, completes specific administrative tasks, and leads the members of the area in accomplishing the collective academic work of the division or department. Specifically, the Coordinator is responsible for:

**Budget and Physical Facilities**

- To manage the division's non-personnel budget and assist in preparing its annual budget request
- To prepare such documents as purchase orders, requisitions, and equipment repair requests
- To manage part-time instruction within budgetary guidelines established by Teaching and Learning leadership
- To manage and make relevant recommendations concerning any physical facilities assigned to the division

**Communications**

- To attend monthly meetings of division and program leadership and communicate necessary information to the division
- To schedule division meetings in order to conduct business and lead collective decision-making in the division. Frequency of meetings is determined in conjunction with the appropriate dean
- To create committees, task forces, and the like, to accomplish the academic work of the division
- To maintain needed communications with other divisions/departments/programs to meet student needs
- To assist division faculty with curricular and college policy concerns
- To provide the first hearing of student, staff concerns related to the division/department
- To provide leadership in completing division requirements for HLC/AQIP

**Curriculum**

- To manage the division’s curriculum, involving division members as needed for regular updating/revision
- To direct a division process for review of new course and program proposals
- To lead the division in regular assessment of learning outcomes in division courses and programs
- To provide text as needed for the catalog and other college publications
- To provide assistance and gate-keeping authority on AASC agenda items submitted by the division

**Scheduling, Staffing and Other Personnel Duties**

- To guide the division through an approved and written process for suggesting faculty teaching assignments to the dean
- To monitor registrations in division offerings, and recommend section closings and openings as needed
- To recruit, interview, and recommend for hire part-time faculty needed to staff division offerings
- To provide the deans and Human Resources with necessary paperwork on new hires
- To prepare draft Placement on Payroll (POP) documents for division full-time and part-time faculty
• To provide division-specific orientation for new full-time and part-time faculty
• To conduct performance evaluations of TPT faculty and where applicable, support staff, subject to the appropriate dean’s supervision and ultimate signature

Other
• To encourage appropriate advising of students, which is the responsibility of all faculty
• To lead all marketing/promotional efforts on behalf of the division; however, recruitment is the responsibility of all faculty
• To assist in identifying appropriate substitutions within the division, in consultation with the dean
INVER HILLS (LAS)
Responsibilities of Coordinators:
- Serve as communication link within department, between departments and with the administration
- Meet regularly with department and program members to determine budgetary and resource needs
- Meet regularly with the Academic Team (VPs, deans and directors) to discuss college departmental and program concerns and issues
- Facilitate and initiate curriculum development
- Facilitate development of learner outcomes and assessment measures
- Provide input into evaluation of secretary and paraprofessionals
- Assist in developing and monitoring the departmental or divisional budget
- Work on schedule development
  - Provide information on the current status of scheduling
  - Assist the dean with adjunct hiring