Article 12 - Academic Leadership Roles

This article includes a description of the responsibilities and the compensation structure for the academic leadership roles that may exist within an academic department. These roles include Department Chair, Assistant Department Chair, Program Director and Lead Faculty. Faculty will be contracted for only one Academic Leadership position at a time. Exceptions for extenuating circumstances must be approved by the Vice President of Academic Affairs prior to offering a contract consisting of multiple Academic Leadership positions at a time.

The Academic Leadership Role, assigned bargaining unit member, and the final allocation of release time will be published and kept updated online on the Faculty Infobook website and on a page linked from the Vice President of Academic Affairs webpage. Academic Leadership Role job descriptions will be published and kept updated on the Faculty Infobook website and linked from the Vice President of Academic Affairs webpage.

Lead Faculty Section

Section 1. Job Description

A. It is the responsibility of the Dean to maintain descriptions of the responsibilities that accompany Lead Faculty reassigned time, and to ensure faculty who accept Lead Faculty reassigned time are aware of these responsibilities. The responsibilities and expectations must be provided in writing to the faculty member as Lead Faculty status is being assigned and accepted.

B. All Lead Faculty will be provided with a written description of responsibilities and compensation as described in this article.

C. The Lead Faculty role provides administrative support to the Department Chair in carrying out day-to-day activities of the program, including but not limited to, course scheduling and assignment, supervision of staff and/or part time faculty, curriculum consistency, resolution of student issues, mentoring faculty, and recommending part time faculty for hire.

Section 2. Major Responsibilities*

A. Analyze programmatic workforce planning needs and make appropriate recommendations to the Department Chair.

B. Recruit, screen, and recommend the hiring of part-time faculty to the Department Chair.

C. Supervises part time faculty as delegated by the Department Chair.

D. Serves as subject matter expert in pedagogical and andragogical methodologies, appraising and evaluating overall instructional effectiveness in all teaching/learning modalities.

E. Provides support to the Department Chair in day-to-day activities, addressing program/department specific matters and concerns, and representing the Chair in meetings as necessary.

F. Actively supports faculty development for both full and part-time personnel, while assisting the Assistant Department Chair, and/or Department Chair in addressing faculty concerns.

G. Actively participates in curriculum development and review, while reviewing and adopting textbooks.

H. Serves as liaison between students and the program/department to address student concerns and guide students on programmatic requirements.

J. Engages in grant writing and development as necessary.

K. Meet with internal and external constituents, representing the department/program to key stakeholders.

L. Assists Department Chair in monitoring effectiveness of curriculum and facilities of the program/department while assisting the department in unit planning, strategic planning, and accreditation efforts.

M. Plays a primary role in helping to develop the course schedule for courses overseen, as appropriate.

N. Provides support for post-semester activities.

O. Demonstrate a commitment to diversity, equity, and inclusion.

P. May provide coordination of a specified course or courses.

ANNUAL LEAD FACULTY RE-ASSIGNED TIME IU's

NAME	DEPARTMENT	PROGRAM	Total Re-assigned Time IU's for 2024-2025 Academic Year
	Communication	N/A	0
Jacob Elison	English	English	6
	World Languages	N/A	0
	Fine Arts	N/A	0
	TOTAL ARTS & LETTERS		**6**
	Accounting, Finance and Computer Office Technology	N/A	0
	Business Administration	N/A	0
	Criminal Justice & Emergency Services	N/A	0
	Hospitality Management	N/A	0
	TOTAL BUSINESS, HOSPITALITY, PUBLIC SAFETY		**0**
	Nursing (N/A)	N/A	0
	Dental Sciences, Diag. Eval. & Rehab. Services	N/A	0
	Health Related Professions	N/A	0
	TOTAL HEALTH SCIENCES		**0**
Erin Windsor	Biological Sciences	Biology	6
Jim Matovina	Mathematics	Math	6
	Physical Sciences	N/A	0
	TOTAL SCIENCE, ENGINEERING & MATH		**12**
	Applied Technologies	N/A	0
	Computing & Information Tech	N/A	0
	Media Technologies	N/A	0
	TOTAL ADVANCED & APPLIED TECH		**0**
	Education	N/A	0
Ann Bullis	Human Behavior	Psychology	6
Chad Waucaush	Social Sciences	History	6
	TOTAL EDUCATION, BEHAVIORAL & SOC. SCIENCES		**12**
	2024-2025 TOTAL LEAD FACULTY RE-ASSIGNED TIME		**30**