Division Chair Procedures

The Division Chair selection process includes nomination and an election by full-time contract faculty members of each respective division on the main campus and permanent Letter of Appointment faculty at the Huntsville Campus.

The anticipated term for Division Chair is three (3) years. Hence, nominations and elections for Division Chair positions are anticipated to occur every three (3) years (i.e. 2013, 2016, 2019, etc.). There is no limit on the number of terms a person may serve as Division Chair.

Changes may occur, including any possible reorganization, that could impact the three (3) year term of new Division Chairs. Any division that is impacted by reorganization may be required to have a new selection process before the three (3) year term expires.

Election Process

Nominations

- Nominating ballots will be electronically distributed to divisions on Thursday, 4/28/2016. The deadline to nominate someone is before noon on Thursday, 5/5/2016.
- HR will contact employees who were nominated to see if they are willing to run. HR will then prepare electronic election ballots.

Elections

- Electronic election ballots will be distributed on Friday, 5/6/2016. The deadline to vote is before noon on Friday, 5/13/2016.
- HR will tally the results and the Administrative Assistant to the President will certify the results. Results will be decided by plurality. Even those running unopposed must have at least one (1) vote cast.
- Results will be announced after noon on Friday, 5/13/2016 except in the case of a runoff.

Runoffs

- In the event of a tie, a runoff will be decided the week of 5/16/2016 – 5/20/2016.

Special Provisions

- Only those eligible to serve as a Division Chair are allowed to vote. Letter of Appointments (LOAs) and division secretaries are not eligible. (** Permanent Letter of Appointments at the Huntsville Campus are the exception to this policy. **)
- The actual number of votes cast for each candidate will not be publicized. Only the resulting Division Chair's name will be released.
- HR is not responsible for nominations or votes that are not submitted by the assigned deadlines.

Supplemental Duties

DIVISION CHAIR SUPPLEMENTAL DUTIES

SUMMARY

Overall: Cooperatively work within the college community, representing the respective division, to build an environment conducive to learning that meets Lee College's mission and goals.

Function: Represent the instructional interests of the division; monitor programs; supervise full-time faculty, adjuncts, staff, and student assistants; and serve as a liaison among the division, Lee College community, and educational partners.

Reports to: Instructional Deans
SPECIFIC DUTIES

Student
- Assist students.
- Advise and counsel students about instructional questions.
- Hear student concerns and make recommendations to appropriate dean.
- Mediate student-faculty concerns.
- Ensure division office and labs are available to students during operating hours.

Student Instruction
- Develop efficient and effective class schedules and proof content.
- Submit material for the College catalog and verify accuracy.
- Recommend faculty teaching loads.
- Facilitate selection and approval of textbooks.
- Support faculty-driven classroom and program assessment procedures.
- Maintain program advisory input, as appropriate.
- Support division events.

Program Review and Development
- Facilitate periodic program review to assess the viability of existing programs and recommend program closure or expansion, as appropriate.
- Review available reports to develop with faculty appropriate instructional plans for student recruitment, persistence, and success.
- Encourage and facilitate development of curricula and complete required paperwork.

Personnel
- In conjunction with Human Resources, develop an adjunct faculty pool.
- Ensure that full-time faculty and adjuncts meet SACS and THECB criteria.
- Facilitate new faculty and staff orientation and encourage mentoring.
- Conduct regular division meetings, and record and distribute minutes to the campus community.
- Encourage and facilitate professional development opportunities for faculty and staff.
- Evaluate faculty and staff as outlined in college procedures.
- Develop job descriptions and qualifications for new positions within the division with input from faculty and administration.
- Recommend search committee members.
- Recommend the employment of faculty, staff, and student assistants.
- Make recommendations for continued contracts based on professional personnel reviews.

College Communications and Administration
- Ensure that College policy and procedures are followed, supplying supporting paperwork as necessary.
- Develop contacts with service area school districts and transfer institutions.
- Process paperwork and maintain correspondence for the division.
- Participate in community activities as a representative of the college, as appropriate.
- Complete other duties as assigned by the President, Vice President of Learning, or Dean.

Fiscal and Resource Management
- Recommend budget(s) that coincide with the college’s mission and goals and monitor expenditures.
- Manage program areas, including space, supplies, equipment, and facilities.
- Produce an annual statement of goals for the division, outlining activities, personal, deadlines, and assessment measures.
- Develop long-range plans, including budget, that coincide with the College's mission and goals.
- Present long-range plans to the appropriate instructional dean.
Per Board Policy DCA (LOCAL), Division Chairs shall remain on the Faculty Salary Schedule with a probationary or regular faculty contract and shall receive an annual stipend for serving as Division Chair as specified by the Chair letter of appointment.

The forgoing description of the election process and supplemental job duties and stipend is not an employment contract and does not modify any existing employment contract or create any property right. Supplemental job duties and stipends shall be determined by the President and are subject to change at the President’s discretion.