



Faculty Chair Handbook

Central New Mexico Community College

7/15/2011 Original

7/30/2014 Revised

Introduction

Welcome to your new role as Chair. As a chair you are a critical part of the academic leadership at CNM. The Chair assists the Dean and Associate Deans/Executive for the academic school and individuals within the disciplines/programs you represent.

In this position you will find you have many roles: leader, facilitator, mentor, manager, and mediator. You serve both the faculty and the administration. The Chair role is complex and centered on making sure students have a quality educational experience in accordance with CNM's first Strategic Direction: Student Success. Roles include ensuring that excellent faculty (both full-time and part-time) are recruited, retained, mentored, and acknowledged for their work; and facilitating core academic affairs process such as scheduling, curriculum and assessment and advocating for instructional resources. As a Chair you are recognized by your colleagues as a leader with skills and knowledge. The skills and knowledge allow you to encourage individuals to achieve the goals of your school and the goals, mission and vision of CNM. Lastly, while it is acknowledged that all the identified roles are important in the role of chair, it is also anticipated that they will flex to meet the needs of each academic school's culture and requirements.

It is important to note that the Chair, Dean, Associate Dean/Executive Director are a collaborative team that provides direction and leadership to the academic areas. In collaboration with this team you are responsible for assuring that critical tasks are accomplished. You will also be able to share tasks with your faculty colleagues. This is a people-oriented position and while it is not always easy, it is extremely important.

Taken together, Chair responsibilities provide you a unique opportunity to help shape the area you represent in the near term and support sustainable academic programming and processes in the future as you help build and maintain strong programs in your school and in the college.

The Chair Handbook

The intent of this handbook is twofold:

1. To familiarize you with the job purpose and essential duties associated with this critically important position.
2. To provide a quick method of access to resources you will need in the successful implementation of these responsibilities.

This handbook contains three sections. The first section provides an overview of the Chair position. Section two offers information concerning the Chair Council and the final section includes a list of resources.

Section One: Chair Position

1. Essential Job Duties

Job Description:

- Provides leadership and management for assigned academic areas in collaboration with Dean and Associate Deans.
- Has responsibility for all items listed in the job duties listed below or as assigned by the Dean. Assists the Associate Dean and Dean in the performance of these responsibilities. The Chair will report directly to the Dean of the academic school.

Job duties:

1. In consultation with the area Faculty, Dean and Associate Dean/Executive Director, coordinates recruiting, screening, hiring, orientation, mentoring and retention of part-time and full-time faculty according to college HR policies and procedures.
2. Assists the Dean and Associate Dean in observing part-time instructors, which may entail classroom observations and coordinating student evaluations.
3. Participates in the preparation of data based, student-centered annual and term schedules.

4. Participates in the development of teaching assignments for part-time instructors within budgetary constraints, for final approval by the Dean and Associate Dean.
5. In consultation with Faculty, Dean and Associate Dean, initiates class schedule adjustments necessitated by enrollment patterns and changing circumstances.
6. Facilitates the curriculum and catalog process; including the development of alternative delivery methodologies e.g. distance education and learning communities.
7. Facilitates the student learning assessment process (SAAC reporting).
8. Facilitates textbook selection and ordering process.
9. Represents and advocates for needs that support instruction.
10. Conducts regular faculty meetings.
11. Coordinates Advisory Committee meetings (if applicable).
12. Attends and participates in the Chair Council meetings and regular meetings with the Dean and Associate Dean.

2. Eligibility to:

Serve: Any full-time faculty member in good standing within the appropriate department/discipline(s) is eligible to serve as Chair.

Vote: The list of eligible voters shall include faculty members within the department, i.e., all full-time faculty and those part-time faculty who received a teaching assignment in the represented disciplines during at least one of the previous 3 academic terms.

3. Two-Part Selection Process (Each School):

- I. **Election:** Elections will be supervised and coordinated by an Election coordinator, as designated by the Vice President for Academic Affairs, who will:

Solicit nominations for position of Chair:

- (1). The call for nominations will be made via email by the end of the second week of instruction in the term of election and will include a complete schedule of dates relevant to the election, appointment, and

training process. **The call for nominations will be open for 5 working days.**

(2). Nominations can be made by anyone eligible to vote within the department. Members of the full-time faculty may nominate themselves. Elected Chairs may serve for more than one term.

(3). If there are no nominations the Dean will select a chair

Confirm the eligibility status of all nominees and voters and issue an electronic ballot of eligible candidates

(1). The Election Coordinator (EC) will confirm the eligibility status of all nominees and voters.

(2). Upon receipt of the list of eligible nominees, each nominee must confirm with the EC her or his agreement to serve in order to be placed on the ballot. Each nominee must provide a brief Summary Statement outlining their qualifications and interest in being considered a candidate for the Chair position (a template for the Summary Statement will be provided). The EC will post the statements electronically for review by eligible voters.

(3). The EC will issue a ballot of eligible candidates along with the submission deadline and the time and place of the tallying of the votes. **The ballot will be open a minimum of 5 working days.**

Tally votes and report the results to the Vice President for Academic Affairs

(1). At the place and time previously designated by the EC, the votes will be tallied. In cases where three or more candidates are in the process, Instant Run-Off Voting will be used to ensure the best representative result. The reported results will include the name of the candidate receiving the largest number of votes. The EC will then solicit support for the elected candidate from the school Dean.

(2). Once the election or selection process is complete, the EC will forward all results to the Vice President for Academic Affairs. In the case of conflicting results the Vice President for Academic Affairs will work with all interested parties to come to a positive resolution.

II. Appointment

The Vice President for Academic Affairs in consultation with the school Dean confirms the Chair selection. The Vice President for Academic Affairs will formally appoint the Chair for a three-year term, typically beginning fall term.

All newly-elected Chairs will participate in the required Chair training.

4. Term of Office

Chairs will assume their appointment beginning in the term after their election and will serve a three-year term from that date.

Chairs who are in the last year of their term of service will indicate to their Dean any desire to run for re-election at the beginning of the term prior to the term of election. These individuals follow the normal two-part selection/election process outlined above, beginning with a nomination.

5. Evaluation

At the Dean's discretion, Chair evaluations may occur annually, beginning in the second academic term of service, to provide input to the Chair and Dean about job performance. Chair evaluation is a separate process that includes administrative functions only.

6. Resignation/Removal/Recall

- The Chair's primary assignment is teaching and a Chair may resign with reasonable notice (no less than one term) and return to instruction full-time.
- Two-thirds of the Department faculty can recommend a recall.
- The Vice President for Academic Affairs, in consultation with the School Dean, may remove a Chair at any time for performance issues.
- Re-organization of the college and/or staffing changes may lead to an increase or decrease in Chair positions, as determined by the Vice

President for Academic Affairs.

7. Replacement

Should a Chair position become vacant for any reason prior to the fulfillment of the three-year term, the Dean, in consultation with the Vice President for Academic Affairs, may appoint an interim Chair for a period not to exceed the remainder of the three year term. The Interim Chair may seek election via the normal selection/election procedures.

8. Training

Training will be provided to both new and experienced Chairs annually or as needed. In the case where a chair is appointed or elected off cycle, required operational training will be provided immediately and the new Chair will be expected to participate in the annual training opportunity when the next dates are set. Deans and Associate Deans are available for assistance as needed on an ongoing basis.

In order to facilitate a smooth transition the newly elected Chairs should use the summer term to become familiar with the requirements of the position. The outgoing Chair should mentor the incoming chair during this time period.

9. Assignment Compensation

It is recognized that the role of Chair requires a significant time commitment and thus, full-time faculty who serve will be released from 49% of their teaching workload over the term of their annual contract. Chairs will remain in faculty positions with a teaching workload of 51% over the term of their annual contract. Due to the critical importance of the Chair role, offsets and overload compensation are discouraged.

Chair duties are performed throughout the entire academic year. Therefore, in order to provide consistency and continuity, CNM is temporarily changing Chair assignments to that of a Three Term Faculty Member during the 3-year period of

time the faculty member serves as Chair. The pay and leave accrual will be adjusted accordingly to that of a Three Term Faculty Member for the period of time served as a Three Term Faculty Chair.

Upon the conclusion of the service in the position of Chair, the faculty member will be returned to his/her regular two term faculty assignment and the pay and leave accruals will be adjusted accordingly to that of a Two Term Faculty Member. If for any reason the Chair does not complete the entire term of the assignment as a Three Term Faculty Chair, he/she will revert back to being a Two Term Faculty Member at that time.

At the Dean's discretion, project compensation could be used for the summer term instead of becoming a full Three Term Faculty Member.

An extra compensation agreement will be developed if any Chair is required by the college to provide service on non-contract days (e.g., summer term for two-term faculty or during term breaks). This agreement will be based on the extra-compensation rate for full-time faculty.

Section Two: The Faculty Chair Council

1. Description

The Faculty Chair Council is the officially recognized body of Chairs and a standing committee of the Deans Council.

2. Chair Mission Statement

The mission of the Faculty Chair Council is to be a recommending body that works closely with students, faculty and administration in addressing concerns and/or interests of Schools, disciplines, other instructional areas and the student body in accordance with the mission statement of the college. The council may review processes or propose instructional procedures and forward the recommendations to Deans Council or other teams as appropriate.

3. Structure and Procedure

- The Faculty Chair Council is chaired by the Chair of Chairs.
- The Chair of Chairs is elected by vote of the council members and is appointed by and serves at the pleasure of the Vice President for Academic Affairs. The appointment spans one academic year, with selection occurring during spring term for subsequent fall service. The Chair of Chairs may be re-elected.
- Meetings will be held monthly. The calendar for the following year will be determined by the council during the spring term. Other meetings will be called as necessary. Meeting agendas will be developed by the Chair of Chairs with input from other Chairs.
- The Faculty Chair Council will adhere to a set of meeting procedures that document processes and formal recommendations. All recommendations will be confirmed by a quorum vote representing a minimum of 50% of council members.
- Due to the broad leadership role, Chairs must consider the broader College Mission and Strategic Directions when voting. Dissenting members will be afforded the opportunity to prepare a written position statement to accompany the quorum recommendation.

4. Membership: All Chairs and the Vice President of Academic Affairs

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