

The Department Chair, whether serving on a 9- or 12-month basis, has traditionally provided leadership in all areas of the administration of the academic department. Assignments have included responsibility for such activities as recruitment, evaluation and supervision of academic and support staff, faculty and staff orientation; curriculum development and implementation; student advising; budget development and management and department continuity and administrative support functions. The Department Chair has also traditionally served

Facilitates the selection of faculty for search committees for new faculty hires
Coordinates recruitment of faculty in accordance with University policies and procedures and the California Faculty Association (CFA) Collective Bargaining Agreement
Coordinates and oversees hiring of lecturers.
Coordinates and oversees the hiring of professional support staff to support the department's instructional programs.

Faculty Orientation and Development

Provides orientation for faculty.

Mentors faculty in their professional development including instruction, service and research, scholarly, and creative activities and development