

Carl Albert State College

## Divisional Chairperson

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**Department:** Academic Affairs

**Job Status:**

**FLSA Status:** Exempt

**Reports To:** Dean/VP of Academic Affairs

**Positions Supervised:** Full-Time & part-time faculty

**Amount of Travel Required:** 5%

**Work Schedule:** 8-4:30 M-Th, 8-4:00 F (Coincides w/ college operating hours)

### POSITION SUMMARY

Oversee the faculty, fiscal, and instructional resources of the division, provide ongoing professional development and evaluation of faculty, oversee and assist with curriculum development and textbook selection, teach classes in area of specialization, and assist with student academic advisement, recommend schedule of classes for the division.

The position requires 12 instructional hours per semester, a minimum of 12 office hours per week available to students, and a remainder of full-time employment hours for administrative duties.

### ESSENTIAL FUNCTIONS

- Recommend new staff members.
- Supervise on a consistent basis both probationary and permanent members of the staff.
- Recommend teaching assignments to the Vice President for Academic Affairs.
- Evaluate members of the teaching staff per policy.
- Arrange for all necessary substitute instructors for all classes in the Division.
- Report all faculty absences to the Office for the Vice President for Academic Affairs.
- Stimulate instructional improvement.
- Encourage innovative and creative approaches to teaching.
- In cooperation with divisional personnel, formulate and prepare budgetary implications of all federal programs and exercise direct supervision over all elements of the E & G division budget throughout the college year.
- In cooperation with all teaching staff members, prepare for the presentation to the Vice President for Academic Affairs the total division budget request for each fiscal year.
- Recommend a schedule of classes for the Division.
- Exercise direct leadership at the Division level for all curriculum development, textbook selection, and library book selection.
- With the help of the faculty members in the Division, develop syllabi for all courses offered in the division and place them on file in the Office of the Vice President for Academic Affairs.

Current Employee:

- In concert with the Vice President for Academic Affairs, develop all necessary specifications for special projects such as federal and summer school programs and workshops.
- Assist the Vice President for Academic Affairs with the development and preparation of the college catalog.
- Provide the necessary leadership to assure direct divisional involvement in the total ongoing co-curricular student government and student activity program of the college.
- Teach classes in area of specialization.
- Assist in student academic advisement.
- Submit annual written report to the Vice President for Academic Affairs.
- Maintain a minimum of twelve office hours per week in addition to regularly scheduled teaching load.
- Work closely with all areas of campus regarding current and potential academic offerings.

**OTHER FUNCTIONS**

- Serve on committees.
- The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**QUALIFICATIONS**

- ✓ A Master's or higher degree from an accredited institution.

**SKILLS & ABILITIES**

**Computer Skills:** MS Office, Computer skills to support teaching and learning

**Certificates & Licenses:** None required

**Other Requirements:** Excellent interpersonal, verbal, and written communication skills.

**Physical Demands**

	N,O, or F		N,O, or F		N,O, or F		N,O, or F
Walking	F	Squatting/Kneeling	O	Lifting/Carrying up to 10 lbs	O	Pushing/Pulling up to 12 lbs	O
Standing	F	Handling/Fingering	F	Lifting/Carrying 11-20 lbs	O	Pushing/Pulling 13-25 lbs	N
Sitting	F	Reaching Upward	F	Lifting/Carrying 21-50 lbs	N	Pushing/Pulling 26-40 lbs	N
Bending	F	Reaching Outward	F	Lifting/Carrying 51-100 lbs	N	Pushing/Pulling 41-100 lbs	N
Climbing	N	Crawling	N	Lifting/Carrying over 100 lbs	N	Outside exposure/work	N
		Close Vision	F	Color Vision	O	Distance Vision	O

Carl Albert State College

**Full- Time Faculty**

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**Department:** Academic Affairs

**Job Status:** Faculty

**FLSA Status:** Exempt

**Reports To:** Division Chairperson

**Amount of Travel Required:** 1%

**Work Schedule:** 8-4:30 M-Th, 8-4:00 F(Coincides w/ college operating hours)

**POSITION SUMMARY**

Full-time faculty are professional educators with the primary responsibility of providing a quality learning experience for all students. Faculty report to the Division Chairperson and perform instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies, and procedures of the college.

**ESSENTIAL FUNCTIONS**

- Teach assigned courses in accordance with the course outline and the schedule of classes.
- Talk with students concerning any problem that is presented. Instructors are in a position to render effective counseling and should be responsive to student needs.
- During pre-registration and where applicable during registration, serve as advisor to students in instructor's major field.
- Maintain attendance records of students to the extent necessary for notifying students when their attendance reaches a point of adversely affecting their achievement in that class.
- Emphasize to all classes the importance of prompt, regular, and continuous class attendance.
- Maintain accurate scholastic records of students enrolled in classes and submit grade reports according to schedule to the Office of Admissions and Records.
- At the close of each grade-report period, inform all students of their scholastic standing.
- Assist, as assigned by the Vice President for Academic Affairs, as members of faculty committees in developing the instructional program and the educational program and the educational philosophy of the college.
- Attend all scheduled faculty meetings.
- Maintain a minimum of twelve offers per week in addition to regularly scheduled teaching load. Office hours should be evenly distributed through the five-day academic week.
- Submit to Division chairperson, upon request, a brief outline of each course taught with statement objectives.
- Report to counselors and Division chairpersons any problems involving students who need special consideration.
- Present all problems and recommendations involving their work to appropriate Division chairpersons for consideration.
- Assist Division chairpersons with the development of syllabi for all courses offered in the Division.
- Cooperate with other instructors in carrying out instructional procedures agreed upon.
- Recommend textbook changes to the Division chairperson.
- Report excessive absenteeism, as required by current attendance policy

Current Employee:

**OTHER FUNCTIONS**

- Assist as needed in working with student activities, student clubs, and other out-of-class activities.
- The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**QUALIFICATIONS**

- ✓ Master's degree preferred.

**SKILLS & ABILITIES**

**Computer Skills:** MS Office, Computer skills to support teaching and learning.

**Certificates & Licenses:** None required

**Other Requirements:** Excellent interpersonal, verbal, and written communication skills.

**Physical Demands**

	N,O, or F		N,O, or F		N,O, or F		N,O, or F
Walking	F	Squatting/Kneeling	O	Lifting/Carrying up to 10 lbs	O	Pushing/Pulling up to 12 lbs	O
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		Close Vision	F	Color Vision	O	Distance Vision	O