Northeast Texas Community College
Job Description

Title: Division Director

Purpose: The primary purpose of this position is leadership in the academic area of responsibility. This leadership extends to supervising full-time faculty in their division, articulating and implementing a vision, coordinating instructional and other needs, and providing guidance for students. The individual in this position is a faculty member who serves as a liaison with the upper administration of the College, while also performing administrative functions. Division Directors are also responsible for the recruitment, supervision, and evaluation of part-time faculty in the division.

Major Responsibilities:
- Lead the full-time faculty in the division in curriculum development and instructional advancement of their fields at the College.
- Assess the instructional needs of students in the division and coordinate the development of a plan to address these needs.
- Assess the operational needs of faculty in the division and make recommendations to fill those needs.
- Maintain primary responsibility for scheduling classes in the division.
- Facilitate the development and provide oversight for strategic planning for the division.
- Facilitate development and preparation of the annual budget and coordinate departmental management.
- Coordinate the annual core curriculum evaluations of the department and prepare reports.
- Assist and encourage full- and part-time faculty with their professional development.
- Review College catalog on an annual basis with regard to division curricula and courses and make appropriate recommendations for changes.
- Identify and recruit qualified part-time faculty in the division; review credentials for compliance with SACS; and confirm hiring decisions with Dean (if applicable) and Vice President for Instruction and Student Development.
- Assist in the hiring and orientation of new faculty.
- Participate in the Part-Time Teacher Academy and encourage new faculty members in the division to enroll in the program.
- Supervise and evaluate full and part-time faculty in the division.
- Coordinate departmental textbook orders.
- Maintain communication and work cooperatively with Directors of off-campus instructional sites.
- Oversee departmental program review and student learning outcomes evaluation process.
- Assist with the coordination of Dual Credit and Distance Education offerings.
- Serve on institutional committees.
- Provide leadership and substitute as needed for other Division Directors during summers and other times when absences occur.
- Perform other duties as assigned.

Position Characteristics: Division Directors are full-time faculty members, with appointments as Director made by the College President upon the recommendation of the faculty of the
division, the Dean (if applicable), and the Executive Vice President for Instruction. Directors may return to teaching faculty status upon their request at the end of any fall or spring semester or by the College President at any time. Based on the broad range of responsibilities and the need to be available to students and others, Directors will be limited in the degree of overload teaching permitted and will be expected to maintain appropriate on-campus office hours.

Qualifications: An individual appointed to a Division Director position must be a faculty member qualified to teach one of the disciplines in the division. In disciplines where courses transfer to four-year colleges or universities, this means a Master’s degree in the discipline or a Master’s degree in a different discipline with a minimum of eighteen graduate hours in the teaching discipline. In workforce areas where courses do not transfer to four-year institutions, a minimum of an Associate’s degree along with appropriate work experience and/or industry certification is required, with a Bachelor’s degree preferred. The individual must also have a minimum of five years of successful full-time college-level teaching experience, preferably in a community college, be an excellent communicator, have superior interpersonal skills, be an innovative, problem-solving thinker, and have demonstrated potential for leadership. Completion of a formalized leadership program is preferred.

Reporting Relationships:
This position reports to the Executive Vice President for Instruction.

Signatures:

_____________________________________________  __________________________
Division Director  Date

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Vice President for Instruction and Student Development  Date

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President  Date

Job Description Developed: 9/2006
Reviewed: 1/2012
Prepared by: Dr. Ron Clinton