English Department Head

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<tr>
<th>Division</th>
<th>Instructional Services</th>
<th>Department</th>
<th>Arts and Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>Curriculum Faculty</td>
<td>Revised</td>
<td>n/a</td>
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<tr>
<td>Supervisor</td>
<td>Dean, Arts &amp; Sciences</td>
<td>Position #</td>
<td>Job Class</td>
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**Statement of Primary Purpose**

In addition to responsibilities as an instructor, be responsible to the appropriate Dean for coordination and development of the curriculum area.

**Classification**

Faculty

**Essential Functions and Responsibilities**

1. Facilitate periodic meetings with departmental colleagues to update course outlines, share teaching methods, and review texts and other course materials
2. Review and recommend curriculum changes through the college’s Curriculum and Instruction committee
3. Assist in mentoring new adjunct and full time faculty
4. Work with departmental colleagues and dean to create the class schedule for upcoming semester
5. Coordinate departmental budget requests
6. Prepare and teach assigned courses in accordance with course outline and published course schedule.
7. Maintain accurate records for each course taught.
8. Prepare, review, and update course outlines on a regular basis.
9. Recommend and assist with curriculum revisions as necessary.
10. Assist in student recruitment, advising, and retention.
11. Serve on college standing committees and attend meetings.
12. Assist in selection and ordering of equipment, supplies, and textbooks.
13. Participate in college events and activities.
15. Cooperate in scheduled student evaluations of instructor and space.
16. Keep regular posted office hours in accordance with college policy.
17. Submit all college reports in an accurate timely fashion.
18. Attend instructor and departmental meetings as scheduled.
19. Be responsible for professional development and maintaining professional competence.

**Additional Duties and Responsibilities**

Perform other duties as assigned.

**Minimum Qualifications**

| Education | Master's Degree in English, or Master's Degree in another discipline, with a minimum of 18 graduate-level hours in English |
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<tr>
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### Working Conditions and Environment
(i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

### Equipment Operation

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.