Appendix D

FACULTY LEAD, COORDINATOR/ FINE ART DIRECTOR AND PROGRAM DIRECTOR JOB DESCRIPTION

The management of the Columbia Basin College (CBC or the College) Instructional Program is carried out under the authority and responsibility of the appropriate vice president with delegation of authority and responsibility to the appropriate supervising administrators for the daily operation of the instructional programs. As part of CBC's commitment to shared governance, certain aspects of daily operations will be carried out by the department leads and/or department coordinators, subject to the approval of the appropriate supervising administrators.

Specific responsibilities of Faculty Leads, Coordinators, Fine Arts Directors, and Directors vary depending upon the complexity and size of the instructional areas. Faculty Leads, Coordinators, Fine Arts Directors, and Directors will not supervise full-time faculty peers but will assist in the supervision of adjunct faculty. Disciplinary actions, whether informal or formal are the purview of the supervising administrator.

Faculty Leads, Coordinators, Fine Arts Directors, and Directors report directly to the appropriate supervising administrator. They are evaluated regarding their performance by the appropriate supervising administrator with input provided by full-time and adjunct faculty, as well as appropriate classified staff.

The following is a list of the responsibilities associated with each respective faculty leadership position:

Leads are responsible for:

- Developing schedules
- Leading meetings
- Ensuring the department is represented in shared governance and committee responsibilities, as well as other service opportunities for department faculty
- Assisting in selecting adjunct faculty and recommending for hire
- Performing classroom observations and reviewing course evaluations of adjunct faculty in support of mentorship and in support of supervising administrator evaluations
- Ensuring compliance with instructional area requirements, such as assessment and program review.
- Approving or denying recommendations for curricular changes.
- Approving or denying prerequisite override requests
- Facilitate the resolution of requests for Academic Credit for Prior Learning (ACPL)
- Serving as an expert on occupational safety and health, privacy, and other state federal rules and regulations applicable within the instructional area.
- Facilitation of PRC selection for new probationers
- Providing ongoing peer support for adjuncts within instructional areas
- Monitoring instructional area budget

Coordinators/Fine Arts Directors are responsible for:

- Developing schedules
- Leading meetings
- Ensuring the department is represented in shared governance and committee responsibilities, as well as other service opportunities for department faculty
- Assisting in selecting adjunct faculty and recommending for hire

- Performing classroom observations and reviewing course evaluations of adjunct faculty in support of mentorship and in support of supervising administrator evaluations
- Ensuring compliance with instructional area requirements, such as assessment and program review.
- Approving or denying recommendations for curricular changes.
- Approving or denying prerequisite override requests
- Facilitate the resolution of requests for Academic Credit for Prior Learning (ACPL)
- Serving as an expert on occupational safety and health, privacy, and other state federal rules and regulations applicable within the instructional area.
- Facilitation of PRC selection for new probationers
- Providing ongoing peer support for adjuncts within instructional areas
- Monitoring instructional area budget
- Conducting required advisory meetings and ensuring consideration/resolution of committee actions items. Advisory board minutes are to be collected and submitted to the Division Office.
- Monitoring and facilitating off-site learning (e.g. clinical, internship, etc.)
- Managing schedules/coverage unique to instructional areas (library, counseling)
- Coordinating events/performances, including room/venue setup, equipment, reservations, and staffing/workers.
- Assisting in the management of resources within the instructional area, by:
    - Assessing, preparing, and caring for equipment and instructional/event spaces.
    - Monitoring and maintaining supply inventories for labs and instructional/event spaces.
    - Purchasing instruments, equipment, and supplies.
- Supporting the instructional area through outreach and other activities, including other faculty and stakeholders as needed (e.g., community partnerships, student activities, program promotion, student orientations, pinning ceremonies, stakeholder meetings, and other events.)
- Partnering with supervising administrator to ensure compliance with instructional area requirements (e.g., program accreditation standards, safety standards, regulatory compliance) and assist other faculty in developing student remediation plans, as needed.

*Any reference to Coordinator includes Fine Arts Director if not explicitly stated

Directors are responsible for:

- Long-term stewardship of programs
- Leading meetings
- Ensuring the department is represented in shared governance and committee responsibilities, as well as other service opportunities for department faculty
- Recruiting, selecting, observing, and reviewing adjunct faculty
- Reviewing and revising program curriculum with faculty and supervising administrator, which may include learning resources, equipment, and assessment methods.
- Approving or denying recommendations for curricular changes.
- Approving or denying prerequisite override requests
- Ensuring curricular alignment with standards of program accreditation and applicable law.
- Ensure compliance with instruction area requirements, such as assessment and program review
- Recommending approval or denial of student credit through Academic Credit for Prior
- Learning (ACPL), experiential learning, dual credit, etc.
- Recommending approval or denial of external curriculum for academic partnership with other

institutions.

- Administering program admission process of students, including selective and/or qualified admission.
- Working closely with completion coaches to ensure effective advising within the program.
- Approving or denying student petitions for graduation, subject to supervising administrator approval.
- Approving or denying course substitutions within the program, subject to supervising administrator approval.
- Serving as an expert on occupational safety and health, privacy, and other state federal rules and regulations applicable within the instructional area.
- Facilitation of PRC selection for new probationers when possible
- Providing ongoing peer support for adjuncts within instructional areas
- Conducting required advisory committee meetings and ensuring consideration/resolution of committee actions items. Advisory board minutes are to be collected and submitted to the Division Office.
- Monitoring and facilitating off-site learning (e.g. clinical, internship, etc.)