



Northern Marianas College Procedure

Procedure No.: 5010.24 Procedure Title: Duties and Responsibilities of Dept. Chair

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This Procedure Supersedes/Replaces: BOR Policies 4432

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure specifies the duties and responsibilities of the Department Chairs / Directors

Areas of Responsibility The Department Chair / Director is responsible for satisfying the duties and responsibilities set forth in this procedure

Procedure details The Department Chair / Director directs, monitors, and provides quality assurance efforts for all aspects of the Departmental program delivery, including academic standards of progress, curriculum management, fiscal control, staffing, planning and enrollment management tasks. The Department Chair reports to the Dean of Academic Programs and Services.

The Department Chair is responsible for:

- *Administering day-to-day instructional program(s) in their department.
- *Supervising and evaluating faculty and staff.
- *Advising faculty on professional development activities.
- *Developing new academic programs.
- *Serving as general leader and campus liaison.
- *Scheduling classes and assigning instructors and classrooms.
- *Preparing and managing department's budget.
- *Other duties and responsibilities as assigned