

## Appendix D



### FACULTY LEAD, COORDINATOR, 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, and Directors vary depending upon the complexity and size of the instructional areas. Faculty Leads, Coordinators, 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 supervisory administrator.

Faculty Leads, Coordinators, 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.

Responsibilities may include, but are not limited to:

1. Assist in recruiting and selecting adjunct faculty by recommending candidate(s) to the appropriate supervising administrator.
2. Assist the appropriate supervising administrator with adjunct faculty evaluation by reviewing student evaluation forms at the end of each quarter and conducting classroom observations as appropriate. Final written evaluations are performed only by the appropriate supervising administrator.
3. Recommend quarterly class schedules for the instructional area. Recommend workload assignments for full-time and adjunct faculty consistent with the faculty workload criteria.
4. Assist the supervising administrator in monitoring quarterly enrollments and recommend scheduling changes as needed.
5. Provide leadership and professional improvement within the instructional area, including conducting meetings as needed and distributing meeting minutes.
6. Monitor instructional area budget expenditures and assist with budget preparation.
7. Assist the supervising administrator in receiving and gathering preliminary information to informally resolve student concerns and refer unresolved concerns to the formal complaint process, as needed.
8. Provide leadership for, and participate in, department assessments and accreditation.
9. Participate in Faculty Lead, Coordinator, and Director trainings and meetings.
10. Assist where necessary in review and revision of curriculum with faculty and supervising administrator, which may include learning resources, equipment, and assessment methods.
11. Help recruit faculty to participate in shared governance.
12. Serve as designated point of contact for student and other inquiries about the division, program, etc.

13. Facilitate evaluation of overall instructional area effectiveness and make recommendations for improvement (e.g., accreditation reports, program review, etc.)
14. Conduct required advisory meetings and ensure consideration/resolution of committee action items.
15. Resolve course challenge requests.

In addition to the duties described above, Coordinators may:

1. Coordinate events/performances, including room/venue setup, equipment, reservations, and staffing/workers.
2. Assist in the management of resources within the instructional area, by:
  - a. Assessing, preparing, and caring for equipment and instructional/event spaces.
  - b. Monitoring and maintaining supply inventories for labs and instructional/event spaces.
  - c. Purchasing instruments, equipment, and supplies.
3. Support 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.)
4. Partner with supervising administrator to ensure compliance with instructional area requirements (e.g., accreditation standards, safety standards, regulatory compliance) and assist other faculty in developing student remediation plans, as needed.
5. Serve as an expert on occupational safety and health, privacy, and other state federal rules and regulations applicable within the instructional area.
6. Monitor and facilitate off-site learning (e.g., apprenticeship, clinical, internship, etc.).

In addition, Directors may:

1. Review and revise curriculum with faculty and supervising administrator, which may include learning resources, equipment, and assessment methods.
2. Prepare documents for curricular changes and submit to curriculum committee, with supervising administrator approval.
3. Ensure curricular alignment with standards of accreditation and applicable law.
4. Recommend approval or denial of student credit through experiential learning, dual credit, etc.
5. Recommend approval or denial of external curriculum for academic partnership with other institutions.
6. Administer admission process of students, including selective and/or qualified admission.
7. Work closely with completion coaches to ensure effective advising.
8. Approve or deny student petitions for graduation, subject to supervising administrator approval.
9. Approve or deny course substitutions, subject to supervising administrator approval.