



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

Phone: (830) 591-7330 | Fax: (830) 591-7340

swtjc.edu | human.resources@swtjc.edu

EMPLOYMENT OPPORTUNITY

Title: Division Chair – Arts & Sciences

Job ID: 212234710101

Start Date: August 1, 2022

Campus: Variable

Closing Date: Until Filled

Job Duties: The primary duties of this position are administrative, as indicated in the Faculty Handbook:

The Division Chair is responsible for organizing, supervising and coordinating the work in the division. The general responsibilities of the position are to:

1. Evaluate and improve instruction, including faculty development.
2. Coordinate Inter-departmental communication.
3. Assist in recruiting, advising, placement of students.
4. Conduct regular meetings for communicating information, discussing issues, and making decisions.
5. Communicate faculty perspectives and concerns to the Dean of Liberal Arts or the Dean of Applied Sciences and other segments of the campus community as appropriate.
6. Ensure that each department within his/her division meets all accountability standards of the College, the Coordinating Board, The Southern Association of Colleges and Schools' Commission on Colleges, and other applicable agencies or boards.
7. Collaborate with Administration, faculty, and the Office of Institutional Planning and Research to support the institution's assessment, planning, and evaluation cycles.

The specific responsibilities of the position are to:

1. Make division-level recommendations to the appropriate Dean, after consulting the relevant Associate Vice Presidents and other staff, regarding the budget needs of the departments with respect to supplies, equipment, other operational needs, and personnel.
2. Plan each semester's course offerings, including room assignments, in cooperation with faculty and the Registrar.
3. Implement and follow procedures developed by the Distance Education Committee regarding the approval of courses for online delivery.
4. When necessary or appropriate, plan for providing a credentialed substitute and/or class material upon an instructor's absence.
5. In cooperation with the appropriate Associate Vice Presidents, oversee the evaluation of faculty members in the division, including conducting evaluation of instructors, making

classroom visits, completing the “Division Chair’s Evaluation of Instruction,” reviewing student evaluation of faculty, and collaborating to develop an appropriate growth plan, if needed.

6. Serve on hiring committees for faculty and staff positions within the Division.
7. Collaborate with faculty, the Professional Development Officer, and the Office of Institutional Effectiveness in developing or contributing to:

Unit Action Plans (UAPs)	Strategic Planning
Core Curriculum Development and Assessment	Program Review
Attendance and Grade Reporting	QEP

8. Give division-level approval to purchase requisitions.
9. Ensure that departments meet Carl Perkins’ requirements, if applicable.
10. Actively participate in the college’s registration, student-advising, recruitment, and placement activities.
11. Perform initial mediation or investigation of student or personnel complaints (including ADA situations).
12. Verify and approve monthly departmental absence reports.
13. Actively participate in required annual departmental Advisory Committee meetings.
14. Maintain Master Syllabi Templates.
15. Oversee textbook adoption processes.
16. Oversee program revisions, including degree plans, course updates, etc.
17. Attend and participate in committee meetings as assigned.
18. Serve as first point of contact for faculty’s reporting of custodial/maintenance issues.
19. Perform other duties as assigned by the College President, the Vice President of Academic Affairs; the Dean of Liberal Arts, or the Dean of Applied Sciences.

Salary: The salary will be based on SWTJC salary schedules. This is a ten (10)-month, 40 hour-per-week position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Must hold qualifications to teach courses in at least one subject area in an SWTJC Division.

Preferred Experience & Training: Professional training and/or experience in instructional supervision.

Demonstrated ability to work effectively with faculty, supervisors, and other officers in college administration to achieve the goals of the college's instructional program.

Additional Qualification Requirements: Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Experience in working with diverse populations preferred. Candidate must be authorized to work in the U.S. and must provide verifiable credentials. Travel required to locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution