

10.02.03 Division Chairs

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to select Division Chairs to provide leadership and administrative responsibilities to an assigned academic division.

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Academic Divisions:** The College divides the academic departments into the following divisions:

Academic Instruction	Career and Technology Instruction	Nursing and Allied Health
ADD ACADEMIC PROGRAMS HERE	ADD CAREER PROGRMS HERE	EMS / Paramedic Nursing

2. **Selection and Employment of Division Chairs:** The Division Chair is a full-time WCCS instructor who provides leadership and coordination for all activities in a group of academic departments.
 - a. In the final year of a Division Chair term (expiring on June 30), notice of a Division Chair vacancy will be internally posted. This is generally posted internally by April 1. The job description is included in the posting. The posting also includes instructions for applying and a deadline by which a qualified applicant may apply.
 - b. The posting and hiring process will follow the College's standard recruitment procedures. Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.
 - c. The Dean of Instruction will seek feedback from full-time instructors in the academic division regarding finalists. Full time instructors will generally have five (5) business days to provide feedback in writing.

NOTES:

- 1) Finalists will be notified in advance that feedback will be requested by full-time instructors in the academic division.

- 2) Feedback is not intended to be an employment recommendation or the authority to make a hiring decision.
3. **New Division Chair Positions:** If the College determines that a new division chair position should be created, the notice, posting, and timeframe will follow the same recruitment procedure. Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.
4. **Elimination of a Division Chair Position:** If the College decides to eliminate an existing Division Chair position the term will expire June 30th of the academic year.
5. **Responsibilities, Qualifications, Evaluation of Performance of the Division Chair:** Responsibilities and qualifications are referenced in the Division Chair job description. Evaluation of performance and goal setting will be conducted by the applicable Dean of Instruction on an annual basis.
6. **Term of the Division Chair:** A Division Chair will generally serve a five (5) year term. There is no limit on the number of terms an individual may serve; however, incumbents must reapply at the end of the typical rotation.
7. **Compensation of the Division Chair:** Division Chairs receive a monthly stipend of \$400 per month (12 months), per Alabama Community College System (ACCS) D salary schedule. In addition, Division Chairs receive the following release:
 - 1 course for up to 10 full-time direct reports
 - 2 courses for more than 10 full-time direct reports
8. **Removal of a Division Chair:** The President reserves the right to remove a Division Chair responsibilities from a Division Chair if performance and/or behavior does not meet expectations.
9. **Exceptions:** Programs that require a Program Director for accreditation purposes may be exempt from this policy.

Procedure(s):

1. Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.

Additional Provisions / Information:

Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.