

Chair Responsibilities

Department Administration	Course Administration	Full-Time Faculty Duties	Student Engagement	Program Marketing
Monthly Reports	Course Scheduling	Course Creation and Presentation	Student Meetings/ Orientations	LUNA Content Selection
Adjunct Faculty Evaluations	Syllabi Review	Department Service	Blackboard	Competitions
Full -Time Faculty Reviews	Sponsored Project/ Special Project Courses	College Service	Visiting Speakers	Exhibitions/ Portfolio Days
Department Administrator Evaluation	Faculty Hiring/ Mentoring	Professional Practice	Students Concerns	Social Media
Budget	Faculty Meeting Leadership			Archive Development
Strategic Planning and Vision	Curriculum Assessment and Development			Program Outreach and Development
Facilities Management				Alumni Relations