

DIVISION CHAIRPERSON, ACADEMIC EMBEDDED DUAL CREDIT

GENERAL STATEMENT:

Serve as the immediate supervisor for the embedded faculty of TVCC.

REPORTS TO:

Associate Vice President of Academic Affairs

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree and 18 graduate hours in college teaching discipline

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years community college teaching experience required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Coordinate the teaching activities and supervise academic embedded faculty.
- Make or forward recommendations from the faculty regarding curriculum additions, deletions, or revisions to the respective academic division chairperson.
- Recommend classroom textbooks and other instructional materials to the respective academic division chairperson.
- Evaluate instruction in accordance with College policies for evaluation.
- Supervise the preparation and updating of course syllabi and to assist faculty in the formulation of stated competency objectives for each course in the department.
- Recommend books and instructional materials for the library and media center of each ISD.
- Inform embedded faculty members about the day-to-day operation of the College, which includes such information as grade deadlines, accuracy of class rolls, etc.
- Serve as the TVCC point of contact for academic dual credit embedded faculty, available to answer questions and provide support to their instructional duties required of the College.
- Inform administration of matters affecting the welfare of academic embedded students, academic embedded faculty.
- Disseminate the respective program's selection and adoption of textbooks and materials to support the respective learning outcomes of the respective program.
- Comply with college policies as outlined in the Board Policy Manual and as otherwise communicated.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

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Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/2018

Revised:

JD737