

CAMPUS CURRICULUM DIRECTOR, PALESTINE

GENERAL STATEMENT:

Serve as the instructional coordinator for the Palestine campus.

REPORTS TO:

Campus Provost

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

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

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years community college teaching experience required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

In addition to the instructional responsibilities outlined in TVCC Board Policy DDA (LOCAL), campus chairpersons:

- Direct and oversee all campus curriculum development activities, including the establishment, incorporation, and the reporting of learning enhancement annual plans/outcomes.
- Present to Provost, Associate Vice President for Academic Affairs, or Associate Vice President for Workforce curricular recommendations for consideration and approval by the curriculum and instruction committee.
- Consult, mentor, and serve as resource for curriculum, professional development, and TVCC policies/practices to all full-time, part-time, and embedded faculty of the campus.
- Recommend classroom textbook selection and other instructional materials to the respective division chairpersons.
- Assist campus faculty in the preparation of course syllabi to assure format consistency and curricular accuracy.
- Supervise the posting of course syllabi.
- Recommend books and instructional materials for the campus library and media center.
- Inform new faculty members and part-time instructors about the day-to-day operation of the College, which includes such information as absentee reporting, grade deadlines, accuracy of class rolls, etc.
- Review campus scholarship applications and recommend recipients.
- Serve as campus representative and liaison to internal departments and committees.
- Assist Provosts with calculation of overload/special assignment agreement calculation each fall, spring, and summer semester.
- Assist area ISD embedded faculty with instructional activities.
- Assist with special projects assigned by Provost, Associate Vice President for Academic Affairs, or Associate Vice President for Workforce.
- Other duties as assigned by appropriate supervisory personnel.

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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.

Employee's Signature

Date

Supervisor's Signature

Date

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

Approved: 7/26/16

Revised:

JD721