ITS, the Registrar, Campus Safety, the Dean of the College). Chairs should also be familiar with the Union contract. It is expected that all T3 and FTNTT hold at least 3 hours of office hours each week. PTNTT are expected to hold at least one hour of office hours per course taught in any given semester, and are expected to offer time to students by appointment.

Support for Course Improvements: Individual faculty members may apply for funds for pedagogical innovation or attendance at meetings on teaching through the Dean of the College and the Director of the Center for Teaching Excellence.

Advising: The Chair has general oversight of the advising of majors and should be familiar with the general academic policies of the College as laid out in the College Catalog. In some departments, the Chair serves as the authority on course placements, advising students as to the appropriate course(s) to take based on standardized exam scores, placement exams, and/or transfer courses. In departments with high advising loads, the chair may be involved in the advisor assignments for newly declared majors in order to ensure an even distribution between faculty advisors.

When a department faculty advisor is on leave or sabbatical, the chair works with that faculty member to temporarily reassign advisees to other colleagues. The chair should also alert students to any advisor changes and ensure that they know how to contact their temporary faculty advisor. All temporary advisor reassignments should be reported via email to the Director of Advising.

Chairs should also be cognizant of academic progress for department majors and provide support to ensure success and graduation. Every year Academic Affairs deals with many students who face difficulties meeting all graduation requirements by the end of their senior year. We encourage Chairs to allocate time at a department or program meeting to discuss the progress of their majors and identify those students who may not be making good progress toward their major. If a student is at risk of not graduating on time, or is at risk of not achieving the required 2.0 GPA in major, the Chair should confer with the Associate Dean for Student Academic Affairs about a plan for remedying the situation.

Evaluation: Staff reviews are conducted annually in a process described in an annual communication from the Director of Human Resources. The Human Resources Department will provide training to all Faculty involved in conducting performance reviews for the staff in the department.

Assessment: $ Q Q X D O O \ W K H & K D L U S U H S D U H V I R U W K H ' H D Q ¶ V R I Accreditation an annual Departmental Assessment report based on an assessment plan. These annu assessment reports inform and are included in Program R H Y L H Z W R E H F R R U G L Q D W H G Z Information on the cycle of program reviews can be found on the W & K D L U V 3 5 H V R X U F H V

Course Evaluations:

departments. The Chair must allot time to carry these duties. The Chair needs to know where to refer

whether a course in the major can count toward a specific major requirement. You may also need to refer the student for input from another Chair (e.g., if the student has math courses that may count as prerequisites for courses in a physics major.

Reviewing Courses

When a student approaches you for approval for transfer credit, your approval depends on how you classify the course(s) within your department. You can request that the student provide information including, as necessary,

(i) the catalog entry, including the course description;
(ii) information about the instructor's credentials;
(iii) information a((i)inftat(s)7forma)5 t5esii)he instsslG4 Td [((ii))sn about matorrec4 Td [f 90.024 si

Workflow and Timeline

Summer courses: Many students make requests for summer transfer credits in April, May, and June; sometimes students request "second session" summer courses later in the

Meeting and APC Materials Moodle site

- Do not reserve seats for frosh in 300 and-400

The APC advises the Dean of the College on tenure-track faculty position planning, and advises the Dean, who in turn, works with the President, on how to fill vacant faculty positions on a case-by-case basis. Vacant or new faculty positions are filled only after a notification of approval from the Dean of the College. When a department has been notified that a vacant or new position has been funded, a formal search process can begin.

One of the most important tasks of faculty members at Occidental College is the selection of new faculty members. The Department Chair will either chair the search or will appoint the chair of the search, and Z L O Of ( )-59 (ne)3>40 (ne44>4 (ne53ne53ne524F>-5 515 57-59 (ne)3>40 (ne574F>B4F>8ne)3>42 (n

Department Chairs should consult the AAC Search and Hiring Guidebook to make sure that their interviewing protocols treat all candidates equitably.

Recommendation and Offer 2 Q F H W K H F D Q G L G D W H V K D Y H E H H Q L Q recommendation for hiring should be made to the Dean. If the Dean and the President are in accord, then the Dean will discuss the terms of the offer with the Chair and make an offer. It is important that when an offer is being made, candidates be told that they must satisfy the legal requirements (including immigration requirements, if any) to be hired at Occidental College or the offer will not stand. It is the responsibility of the hired person to obtain proper visas, if necessary; the College, as the employer, will assist with the payment of filing fees and the anticipated attorney fees, but the candidate is not supported financially by the College. Note that if the person selected and hired is not able to complete immigration formalities before classes start, he/she may not be placed on payroll. Please be aware that we have experienced delays that have taken up to an entire semester longer than expected. It is helpful to assess the immigration status of the selected candidate in order to determine whether or not a candi1e

above for Tenure-Track searches (excluding the requirement of submitting a position proposal to the APC, and the requirement of Presidential approval for the hiring of the FT NTT faculty member).

The amount of funding available for FT NTT appointments does not will not be equivalent to that for permanent tenure-track appointments, but the exact limitations for the year will be indicated in the recruiting guidelines. In all cases, the Dean must agree to the appointment, and a job description must be approved by the Dean before the search begins. It is understood that the teaching load for all FT NTT appointments is six courses.

Interviews Required: For persons to be appointed full-time for one or two years, the Department Chair will interview the candidate, but the Dean and President need not. Ordinarily the Chair may recommend a selection to the Dean. However, it is important that the candidate him/herself be interviewed by at least one department member, who should delve into questions of teaching in some detail. Chairs are encouraged to organise the candidate to participate in teaching demonstration to other faculty and students if available. If the candidate is a person who is a relative or domestic partner of the immediate supervisor (Department Chair), another person or group of people should evaluate and recommend the hiring in order WR DELGH E\ WKH &ROOHJH¶V SROLF\ RQ WKH HPSOR\PHQW R

Hiring Process: For one-year or two-year full-time NTT appointments, the Department Chair recommends the appointment to the Dean and submits a NTT Contract Form and a CV of the candidate, if one has already been identified. If the appointment is approved, a salary is decided upon and the Dean of the College makes the offer to the candidate. It is important that when an offer is made, candidates must be told that they must satisfy the legal requirements to be hired at Occidental College or the offer will not stand.

<u>Recruiting Part-Time NTT Faculty Members</u>

Depending upon the number of tenure-track and FT NTT candidates being recruited, the process for PT NTT faculty recruiting may be changed from year to year. In general, such appointments are recruited over a smaller area (not a national search).

Overview:
For NTT appointments to teach less than full time (i.e., fewer than 6 courses), the Department Chair recommends the appointment to the Dean by submitting a NTT Contract Form and a CV of the candidate, if one has already been identified. If the appointment is approved, a salary is decided upon and the Dean of the College makes the offer to the candidate. It is important that when an offer is made, candidates must be told that they must satisfy the legal requirements to be hired at Occidental College or the offer will not stand. Contracts for all non-tenure-track UDFN IDFXOW\ DUH SUHSDUHG E\ WKH 'HDQ

Interviews Required: For persons to be appointed for less than a year, or for fewer than six courses, ordinarily the Chair may recommend a selection to the Dean (but that selection should be vetted by the Department as a whole). Additionally, it is important that the candidate him/herself be interviewed by at least one department member, who should delve into questions of teaching in some detail. If the candidate

is a person who is a relative or domestic partner of the immediate supervisor (Department Chair), another person or group of people should evaluate and recommend policy on the employment of relatives. The Dean's Office and Human Resources 'HSDUWPHQW RI +XPDQ 5HVRXUFHV ZLOO SURYLGH DVVLVWDQFH DQG UHFRPPHQG alternate interviewer if requested. (See Appendices for Chart for the steps to hire PT or FT NTT faculty members.)

VISA information for FT Faculty positions

Important H1b VISA information for ALL Faculty Hiring: For FT Faculty positions described in this section, it is the responsibility of the hired person to obtain proper visas, if necessary. The College, as the employer, will assist with the payment of filing fees and the fraud police fee, subject to prior review and approval by the Dean's Office and the Human Resources Department and hired is not able to complete immigration formalities before classes start, he/she may not be placed

responsibility of the Chair to inform all NTT faculty members (PT and FT) of their responsibilities as outlined in the Union contract.

Staff Relationships and Evaluations

The Director of Academic Support Services conducts annual reviews of Administrative Assistants and Department Service Coordinators. Chairs will be asked by the Director to consult with departmental colleagues regarding their experience with staff members over the course of the year. The Director also approves timesheets for the Administrative Assistants and Department Services Coordinators.

It is the responsibility of the Human Resources department to orient Department Chairs to their supervisory responsibilities. These may include oversight and signing of time sheets, approving vacation days, serving as a liaison between Department staff members and HR, and the like. For the purpose of RYHUVHHLQJ WLPH VKHHWV LW LV LPSRUWDQW IRU 'HSDUWPH for hourly workers: anything over 8 hours of work a day, 40 hours of work a week, or 7 days in a row of FRQVHFXWLYH ZRUN FRQVWLWXWHV RYHUWLPH ZKLFK LV FR pay. Please keep in mind that your hourly staff members need to take a 10 minute break when working over 4 hours. If they work 8 hours in a workday, they are required to take a minimum of 30 minutes to an hour uninterrupted meal break. If there are any questions regarding the 10 minute break or their meal break, please contact the Human Resources department as they are always willing to assist you.

Budgetary Matters

7KH &KDLU RYHUVHHV WKH SODQQLQJ PDQDJHPHQW DQG DV 7KLV ZRUN LV GRQH FROODERUDWLYHO\ ZLWK WKH 'HSDUWPH the Assistant Dean for Academic Affairs. While collaborative in nature, the primary responsibility of departmental budget management remains with the Chair.

Budget Planning

The Chair will participate in the annual budget planning and development cycle of the College, representing the resource needs of their department. It is incumbent upon the Chair to identify and communicate the needs of the department as they relate to: labor (faculty, staff, students) and expenses (services, supplies, equipment). As part of the annual budget cycle, the Chair will also prepare requests for Departmental Capital Projects, Facilities Work, Equipment and Technology Requests, and the College-Wide Budget Development process.

1) Capital Project Requests: For remodels of classrooms, offices, meeting rooms, or labs. Also to U H T X H V W Q H Z I X U Q L W X U H I R U F O D V V U R R P V 7 K H V H major S U R M H F W renovation and remodeling.

There is ONE deadline. The request is made via an online form. All larger scale classroom remodels, including furniture, should be submitted through the same form.

Facilities Work Requests: Smaller classroom or office maintenance jobs (e.g., hanging of frames or bulletin boards; repair of sliding whiteboards; minor furniture repair/replacement) should be submitted ANYTIME through the online Facilities work request form (http://www.oxy.edu/facilities-management/work-request-forms)

Departmental Equipment and Technology Request: Includes requests for classroom or teaching-related lab equipment and for computers and related technology items not covered in the regular faculty desktop computer replacement cycle. All requests will be due in Spring, (for purchases to be made in the next fiscal year.)

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” 2 [\ ¶Assistant Dean for Academic Affairs: Liz Boyd, email: boyde@oxy.edu, (323)

Non-Operating Funds: (restricted funds, designated funds, reserve accounts)
Many departments also have responsibility over the management of non-operating funds and reserve D F F R X Q W V 7 K H ' H D Q ¶ V 2 I I W F K H R W R D H G Q D Q G Y H D W X H K R V H operating funds regularly, and that your Department develops a plan for spending those funds on an annual basis. As an incoming Department Chair, you will want to familiarize yourself with those accounts, their restrictions, and the current amounts of funds available in those accounts for your program. If you are not currently set-up with this access in Banner and have non-operating funds in your S R U W I R O L R R G R U Q ¶ W N Q R V X E K - H D G Q G V), you may request access by contacting the Assistant Dean for Academic Affairs: Liz Boyd, email:

861.l67 2.7(80 Cin 5[05 As)5t)]57 Dean for Academic Affairs: Liz Boyd, email: 2 T31J -0.2C833.1oll530052005e 9 (r D)4

Please refer to the Faculty Resource Guidebook. There is also an area for department chair resources and J X L G H V W K D W L Q F O X G H V N H \ F D O H Q G D U U U G H V H U W R P H Q 3 & $ & K D L U V

Annual Department Report from Department Chairs

The Department of Assessment and Accreditation will communicate with and provide assistance to Chairs regularly throughout the academic year. Chairs will consult with their colleagues to set assessment goals for the year. Annual assessment reports will be submitted within the software tool at the end of the academic year (June 1).

All Meeting Dates and Times

http://www.oxy.edu/faculty/meeting-dates

Appendices

Department/Program Chair Resources

- -Due dates
- -Current Chairs and Assistants
- -Budget reports
- -SmartCatalog
- -CGP