

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5242

**TITLE:** INSTRUCTIONAL LEADERSHIP: DEPARTMENT CHAIR, PROGRAM DIRECTOR, AND PROGRAM MANAGER SELECTION

**BASED ON POLICY:** 5.24 COLLEGE EMPLOYEES: EMPLOYMENT, PROMOTION, TRANSFER, DEMOTION, SUSPENSION, AND DISMISSAL

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES/HUMAN RESOURCES

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I. Purpose:

To describe the position of instructional supervisors, their selection, and appointment

II. Procedure:

A. The organizational structure of each division is determined annually by the division dean and vice president for academic affairs and student services (VPAA/SS). Changes are submitted to the president for approval. As new programs are added/deleted, faculty positions are added/deleted, or student enrollments shift, allocation of division leadership positions may be modified. Instructional supervisors are designated as department chairperson, program manager, or program directors.

B. Instructional division leadership positions are described as follows:

1. Department chair

- a. Faculty in the Division of Arts and Sciences, Division of Health Sciences, Division of Applied Sciences and Technologies, Advising and Counseling Center, and Library may serve as department chairs.
- b. Faculty selected to assume a departmental chair role will retain faculty rank and status.
- c. Length of contract will typically be 12 months although may be 9, 10, or 11 month contract, as needs vary.
- d. Each department chair will typically carry at least a 50% teaching load, excluding overloads. Exception: counselors and librarians.

- e. Release time for department chairs will be recommended by the division dean, approved by the VPAA/SS, and submitted to the president for approval.
  - f. Adjustment in teaching load is subject to approval by division dean and VPAA/SS. Overloads should be held to a minimum to ensure availability to perform required duties.
  - g. Specific responsibilities for individual department chairs (above and beyond standard faculty responsibilities) are outlined in an official job description provided to and signed by the chair upon appointment and maintained by the Office of Human Resources.
2. Program director
- a. Member of the Division of Applied Sciences and Technologies or Division of Health Sciences
  - b. Professional staff (non-faculty status)
  - c. Length of contract will typically be 12 months although it may be a 9-, 10-, or 11-month contract, as needs vary
  - d. Some teaching may be required and should be identified in the position description. Overloads should be held to a minimum to ensure availability to perform required duties.
  - e. May be responsible for multiple disciplines within a program area
3. Program manager
- a. Member of the Division of Applied Sciences and Technologies or Division of Health Sciences
  - b. A program manager may be the only faculty member in the department/discipline.
  - c. Length of contract will typically be 12 months although may be a 9-, 10-, or 11-month contract, as needs vary
  - d. A program manager is responsible for the development, teaching, and administrative responsibilities associated with the program(s).
  - e. Specific responsibilities for individual program managers (above and beyond standard faculty responsibilities) are outlined in an official

position description provided to and signed by the program manager upon appointment and maintained by the Office of Human Resources.

#### C. Initial appointment

1. When positions for department chairs are available, they will be filled by internal applicants only. SFSC faculty who wish to be considered for a position shall submit a letter of interest to their respective dean. Faculty who have expressed interest will be considered for appointment by the supervising dean. The dean will make a recommendation to the VPAA/SS for consideration.
2. When program director positions are available, they will be advertised and candidates will be interviewed and selected using routine Office of Human Resources selection procedures. The screening committee will include the division dean and VPAA/SS.

#### D. Reappointment

1. Department chairs and program managers serve on an annual appointment supplementary to their faculty positions. They may be recommended for reappointment as chairs/program managers by the VPAA/SS upon receipt of a satisfactory performance evaluation and recommendation of the dean. Department chair/program manager reappointment recommendations are subject to approval by the president. Faculty in an instructional leadership role who are on annual contract are also recommended to the South Florida State College (SFSC) District Board of Trustees for reappointment in March of each year.

Each year, upon notification of the reappointment of department chairs and program managers, the Office of Human Resources will issue a supplemental services agreement to each faculty member appointed. The agreement will include the terms of the appointment (contract length and amount of release time) and a job description.

2. As full-time professional staff, program directors are recommended for reappointment annually upon receipt of a satisfactory performance evaluation and reappointment recommendation by the dean, the VPAA/SS, and the president. The SFSC District Board of Trustees considers recommendations for reappointment of professional staff in April of each year. Continuation of these positions is contingent upon program continuation.

**HISTORY: Last Revised: 10/6/20**

**Adopted:** 5/17/85

**Reviewed:** -

**Revised:** 7/21/99, 1/21/02, 7/19/05, 10/6/09, 3/19/13, 3/31/15, 1/25/17, 10/6/20