

Responsibilities List

Activity (Refer to job description for complete list)	Curriculum Coordinator	Program Coordinator	Program Manager	Department Chair
Serves as liaison with the rest of the college, and community	x	x	x	x
Assists with review of course content and accreditation standards	x	x	x	x
Coordinates tasks in support of goals and objectives	x	x	x	x
Conducts faculty discipline meetings	x	x	x	x
Assists with textbook adoptions and classroom needs	x	x	x	x
Performs curricular review	x	x	x	x
Coordinates adjunct faculty performance reviews		x	x	x
Reviews faculty assignments with Provost		x	x	x
Assists with selection and training of adjunct faculty		x	x	x
Participates in campus tenure committees as needed		x	x	x
Maintains departmental records		x	x	x
Identify needs and programs for faculty development		x	x	x
Primary contact for external agencies/advisory committees		x	x	x
Completes annual reports as indicated		x	x	x
Functions as financial manager for assigned areas			x	x
Serves as mentor supervisor for adjuncts in academic area				x
Evaluates student academic requests and appeals				x