

Simulation University
Department of Education
Department Chair
Job Task Analysis

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EME 601

Overview

Simulation University's Department of Education is a department within the College of Human Performance and Education consisting of 11 Tenure-Track Faculty, 2 Instructional Staff, 2 Staff Assistants and approximately 310 graduate and undergraduate students. The department focuses on providing rigorous and effective curriculum to prospective teaching candidates while developing an engaging learning environment. The Department is comprised of 6 undergraduate programs; Elementary Education, Secondary Biology, Secondary Mathematics, Secondary Social Sciences, Secondary English and Physical Education. The Department also has 3 graduate programs; Master of Arts in Teaching, Master of Education and Master of Science in Instructional Design and Technology. The approved teacher preparation programs are governed by the State of Hawaii and must follow a rigorous set of Program Approval Standards. Graduate and undergraduate candidates must perform at an acceptable level of 80% or higher on four sets of standards to enhance teaching effectiveness in K-12 classrooms within Hawaii schools and 41 other states.

History

Historically, the department has been chaired by an elected faculty member. From 2005-2008, the Department deviated from the traditional chair structure established by the University and opted to use a co-chair model. Over the past 5 years, the department has been chaired by one person. During the Spring 2013 semester, the department voted to elect an Associate Chair to assist with the duties. However, the position was never implemented.

Purpose

The position of the Department Chair has been viewed as overwhelming. With the many tasks performed by the chair, there is a strong support to establish the Associate Chair position. The purpose behind this analysis is to validate the implementation. This analysis will provide a detailed demonstration of the various functions, knowledge, attitudes, and skills associated with being the Department Chair in an Education Department.

Current Position Details

Title: Department Chair

Name: Julie Sanchez, Ph.D.

Classification: Tenure-Track Faculty

Reports to: Dean of the College of Human Performance and Education (CHPE)

Education: Doctoral Degree

Major Functions: Oversee all departmental activity; fiscal and academic

Proposed Positions

Title: Department Chair and Associate Chair

Classification: Tenure-Track Faculty

Reports to: Dean of the College of Human Performance and Education (CHPE)

Education: Doctoral Degree

Major Functions: Duties would be split. Chair would oversee all academic processes. The Associate Chair would oversee fiscal and operational needs.

Methodology

An observation of the current Department Chair's daily activities was conducted. During this process, there was a tracking of the chair's schedule and monitoring of interaction with students, faculty and personnel. It was important to annotate the frequency of events such as advising, committee meetings, course schedule, and one-on-ones with faculty. Furthermore, the length of the meetings also was taken into account; most ranged 45 minutes to an hour.

After the observation, an interview was conducted with the chair to determine her perspective and awareness of the extent of her duties. Her perception, expectations, along with the observation provided the basis to develop an appropriate analysis.

Job Task Analysis

Engage with Students

1. Advise Students
 - 1.1 Review curriculum
 - 1.2 Review student progress
 - 1.3 Formulate course of action for student success
2. Review Student Evaluations of Faculty
 - 2.1 Review student grievances
 - 2.1.1 Create action plan for grievance handling
 - 2.1.2 Determine whether grievance is forwarded to the Dean
 - 2.1.3 Counsel faculty regarding student grievance
3. New student recruitment
 - 3.1 Review current trends for student interest in programs (both undergraduate and graduate)
 - 3.2 Initiate marketing plan for programs
 - 3.2.1 Report marketing plans to the Dean's Office
 - 3.2.2 Implement marketing plans
 - 3.2.2.1 Review success of implementation
 - 3.2.2.2 Report results to the Dean's Office
4. Coordinate Leadership Group
 - 4.1 Act as faculty advisor
 - 4.2 Seek funding for group programs
 - 4.3 Administer application process
 - 4.3.1 Verify students meet application requirements

Business Management

1. Create fiscal budget
 - 1.1 Seek faculty and staff input for needed resources
 - 1.1.1 Rank importance of recommendations
 - 1.1.2 Allocate appropriate amount for resources
 - 1.1.3 Submit recommendations to the Dean's Office
 - 1.2 Plan for the financing of anticipated special programs
2. Write proposals for funding for conferences and travel
3. Review and sign check requisitions and purchase orders

Office Management

1. Acts as supervisor to office staff including Staff Assistant II and part-time staff
 - 1.1 Allow access to staff development
 - 1.1.1 Provide staff feedback to the Dean's Office
2. Manage hiring process for any new staff
 - 2.1 Ensure that process follows Human Resources' guidelines.

Curriculum

1. Collaborates with Director of Accreditation and Retention
 - 1.1 Review state standards
 - 1.1.1 Submit necessary revisions to curriculum committee
2. Update department's section of the university catalogue
 - 2.1 Remove or add any courses
 - 2.1.1 Remove or add any pre-requisites, co-requisites or requirements
 - 2.2 Submit updates to the Dean's Office for approval
3. Schedule semester courses
 - 3.1 Review curriculum and student cohort needs
 - 3.1.1 Request faculty preferences for times and classrooms
 - 3.2 Work with Staff Assistant II to schedule appropriate classes
 - 3.2.1 Review instructor needs
 - 3.2.1.1 Hire instructor for courses based on experience
 - 3.3 Submit schedule to Dean's Office for approval
4. Participate in curriculum based committees
 - 4.1 Clinical Education Committee
 - 4.2 Secondary Education Committee
 - 4.3 Graduate Education Committee
 - 4.4 Candidate Progression and Retention Committee
 - 4.5 Continuous Improvement Committee
 - 4.6 Curriculum Committee

Service to Faculty

1. Act as liaison between faculty and President, Provost, and Dean
2. Encourage faculty development
 - 2.1 Pursue funding to send faculty members on professional conferences
 - 2.2 Ensure necessary equipment is available
3. Organize and facilitate faculty meetings
 - 3.1 Review meeting minutes
 - 3.1.1 Keep records of meeting minutes accessible to all faculty members
4. Defend faculty rights and privileges outlined by the university's faculty handbook
5. Create and promote a healthy working environment

Adjunct Faculty Hiring

1. Review adjunct faculty need
2. Review adjunct faculty applicant credentials
 - 2.1 Set up interviews
 - 2.2 Collect information such as transcripts

3. Meet with adjunct faculty regarding evaluations
 - 3.1 Coach adjunct faculty over concerns

Additional Requirements

1. Meet with parents concerned with student progress
2. Perform duties assigned by the Dean
3. Build and maintain rapport with advising and registrar offices

Function 1: Engage with Students	
Task	Knowledge, Attitudes, Skills
1. Advise Students	<i>Knowledge:</i> Understand curriculum <i>Attitude:</i> Willingness to work with student <i>Skills:</i> Ability to formulate effective graduation plan

Function: Business Management	
Task	Knowledge, Attitudes, Skills
2. Create fiscal budge	<i>Knowledge:</i> Understanding economic constraints outlined by the university <i>Attitude:</i> Practicality <i>Skills:</i> Be able to create and execute annual budget.

Function: Additional Requirements	
Task	Knowledge, Attitudes, Skills
3. Build and maintain rapport with advising and registrar offices	<i>Knowledge:</i> Understanding relationship between department and specified offices <i>Attitude:</i> Positive, Appreciative, Inviting <i>Skills:</i> Work as a team player