Differentiating Chair and Coordinator Duties

A discipline coordinator assists the chair and the department in many important ways. In light of contractual and legal restrictions, however, the coordinators must not take on certain duties of a supervisory nature. The following table provides some guidelines for differentiating between chair and coordinator roles for many of the tasks on which they are likely to collaborate.

Task	Coordinator's Role	Chair's Role
Hiring of part-time faculty or full- or part-time staff	➢ participating in the candidate interview process ➢ reviewing candidates' CVs or transcripts, and providing chair with appropriate feedback based on the review and interview ➢ offers chair ideas for possible courses the candidates could teach based on qualifications	➢ making final hiring decisions ➢ determining which courses part-time faculty member is qualified to teach ➢ assigning classes to faculty ➢ signing part-time faculty contracts ➢ conveying offers of employment to part-time faculty member (can be done via office staff)
Scheduling of part-time faculty	➢ in conjunction with the chair, drafting schedules for department or discipline ➢ developing possible teaching assignments for consideration by the chair	➢ assigning classes to faculty ➢ finalizing schedules and assignments before submitting to the registrar ➢ making final decisions about schedule changes or class cancellations ➢ contacting part-time faculty to inform them of assignments, changes of schedule, or class cancellations (can be done via office staff) ➢ approving EPAFs
Scheduling of full-time faculty	➢ in conjunction with the chair, drafting schedules for department or discipline ➢ developing possible teaching assignments for consideration by the chair	➢ assigning classes to faculty ➢ recommending coordinator assignments to the dean ➢ finalizing schedules and assignments before submitting to the registrar ➢ making final decisions about schedule changes or class cancellations ➢ contacting full-time faculty to inform them of assignments, changes of schedule, or class cancellations (can be done via office staff)

Task	Coordinator's Role	Chair's Role
Evaluating part-time faculty or full- or part-time staff	➢ participating in the evaluation process of part-time faculty and full- or part-time staff ➢ observing a colleague's class ➢ discussing one's own ➢ course observation with a colleague ➢ completing and signing summary evaluation for part-time faculty ➢ acting as a mentor for a part-time faculty member	➢ discussing evaluation documents (e.g., student course evaluations, classroom observations) with part-time faculty ➢ signing summary evaluation (possibly prepared by coordinator) for part-time faculty ➢ completing the cover sheet (satisfactory/unsatisfactory) for part-time faculty
Evaluating full-time faculty or staff	➢ participating in the evaluation process of full-time faculty member ➢ observing a colleague's class ➢ discussing one's own course observation with a colleague ➢ completing a peer evaluation for a full-time faculty member ➢ acting as a mentor for a full-time faculty member	➢ completing chair evaluation for full-time faculty ➢ discussing evaluation documents (e.g., student course evaluations, classroom observations) with full-time faculty ➢ providing relevant documents to dean upon request
Signing official documents that are not designated for dean's signature	➢ not applicable to coordinators	➢ signing evaluations, contracts, leave forms, or other college documents ➢ relating to full- or part-time faculty and staff.
Managing any aspect of SEIU contract as it relates to good-faith consideration	➢ not applicable to coordinators	➢ informing coordinators of part-time faculty with good faith status ➢ verifying that part-time faculty with ➢ good faith consideration have been appropriately scheduled

Task	Coordinator's Role	Chair's Role
Responding to student complaints or compliments regarding part-time faculty	➢ referring students with concerns to appropriate chair or college resource	➢ conducting inquiries and investigations related to student complaints about part-time faculty ➢ seeking resolutions to student complaints against part-time faculty (informal process) ➢ providing documents to the dean with regard to student complaints (formal process)
Responding to student complaints or compliments regarding full-time faculty	➢ referring students with concerns to appropriate chair or college resource	➢ condung inquiries and investigations related to student complaints about full-time faculty ➢ seeking resolutions to student complaints against full-time faculty (informal process) ➢ providing documents to the dean with regard to student complaints (formal process)
Disciplining or dismissing a part-time faculty member or full- or part-time staff member	➢ providing relevant information or documents to chair or dean upon request	➢ serving as recommender in discipline or dismissal of a part-time faculty member or full- or part-time staff member (often in consultation with dean)
Disciplining or dismissing a full-time faculty member	➢ providing relevant information or documents to chair upon request	➢ providing relevant information or documents to dean upon request
Acting in chair's absence	➢ not applicable to coordinators	➢ identifying another chair or enlisting the help of the dean to act in case of absence or leave