

<b>Policy: Lead Instructor/Department Chair Criteria</b>	<b>Number: 629.01</b>
<b>Date Revised:</b>	<b>Supersedes:</b>
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The following criteria will be used to guide selection and appointment of a lead instructor/faculty chair:

- a. Presence of three or more programs containing similar or identical learning outcomes such as, building construction, automotive technology, welding, upholstery/sewing, barbering/cosmetology/spa operation, furniture construction/repair/refinishing or other.
- b. Candidates for lead instructor/department chair must possess:
  - i. The ability to provide leadership in the development of departmental faculty and programs;
  - ii. Mastery in all aspects of the field and current connections with the industry.
  - iii. The ability to provide administrative leadership in the effective functioning of the department: and
  - iv. Personal skills to deal effectively with faculty, administrators, and support staff within the College and campus structure.
- c. Situations that would justify assigning a part time instructor assistant to a lead instructor/department chair include:
  - Teaching/supervisory responsibility at three or more centers and,
    1. Duties that require occasional absences for committee work.
    2. Moderate and steady volume of live work.
- d. Situations that would justify assigning a full time instructor assistant to a lead instructor/department chair include:
  - Teaching/supervisory responsibility at three or more centers and,
    1. Duties that require regular absences for committee work
    2. High, steady volume of live work

Seniority, measure by years of in-field experience, will be considered in the appointment of a lead instructor/department chair but is not the sole consideration. The President must select or approve all lead instructors or department chairs.