

Division Chairpersons

The curricular structure at NCCC is organized into two or more academic divisions. Each division will be headed by a division chairperson. Each division chairperson is accountable to the chief academic officer.

Guidelines for Selecting and Monitoring Division Chairpersons

The following procedures shall apply to the selection of division chairpersons and their appointment.

- a. The nominations will be made by each division member listing two or more nominees on a form to be provided by the office of the president.
- b. The nominations will be opened by the president in the presence of the faculty association president and the chief academic officer. The selection will be made by the president of the college from the nominations made by the division members.
- c. Members of more than one division may nominate candidates in each division taught, however, one may serve as chairperson of only one division.
- d. Those persons who have resigned from the staff and those retiring from the staff shall not participate in the nomination process.
- e. Nominations will occur in January, appointments will be made in February, and division chairpersons will serve for two years from August 1 to July 31.

Division chairpersons will be accorded a reduced teaching load of 20% for each 5 full-time equivalent faculty members to the extent that funding by the board of trustees is feasible. This reduced load will be limited to a 20% minimum and a 50% maximum. Division chairpersons who are temporarily overloaded because of unusual circumstances, such as development of new programs, may negotiate additional release time, or be compensated at the current per credit hour rate paid for overload.

Division chairpersons shall be expected to enter into at least a ten-month contract with the board to perform such additional duties as assigned by the chief academic officer.