



**Position Title:** Department Head  
**Reports To:** Division Head & V.P. of Academic Affairs  
**Classification:** Exempt  
**WC Code:** 8869  
**Position Type:** 3<sup>rd</sup> Level

***Major Responsibilities:*** The major responsibility of a department head at Florida National University is to provide guidance to all instructors in the implementation of class policies and procedures. It is also the responsibility of a department head to evaluate the faculty and the academic programs within the department. Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time (“FERPA”), Florida Information Protection Act of 2014, as amended from time to time (“FIPA”), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

***Specific Duties and Responsibilities:***

1. Read, understand and comply with the University’s mission, the catalog, the University’s policies and procedures, the Staff Handbook and Institutional Effectiveness process.
2. Respond to communications (e-mail/voice-mail) on a daily basis.
3. Evaluate undergraduate instruction (academic programs).
4. Evaluate faculty performance.
5. Ensure the assessment of students learning outcomes, per course and per program.
6. Communicates necessary input to; the administration concerning instructor evaluations, program structure and content evaluation, instructor recommendations and comments.
7. Ensure the assessment of learning outcomes per course and per program.
8. Oversees the carrying out of directives of the various offices of the University concerning the fields of instruction of the instructors of the Department, the management and organization of the department its programs and courses.
9. Aid and advice instructors in the proper fulfillment of their profession.
10. Hold departmental meetings with the faculty.
11. Attends to and helps to solve problems of the classroom such as: premature student class departure, student late arrival, instructor class dismissal, as well as instructor classroom attitudes, activities and oversights.
12. Represents his/her department when necessary and appropriate.
13. Coordinates and articulates the curriculum of the department on the three campuses.
14. Continuously oversee actions for improvements at campus level sited in the Department Head’s Planning, Assessment, and Implementation Form.
15. Oversee compliance with licensing and accrediting organizations.
16. Participate in the self studies and committees conducted by the University.

17. Support and participate in University Commencement Ceremonies.
18. Performs any special project assigned by the President or supervisor.
19. Perform other duties as assigned.
20. Ensure they are in compliance with Title IX of Education Amendments Act of 1972.

**Note:** The use of computers and University resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>