



Position Title: Division Head
Reports To: VP of Academic Affairs
Classification: Exempt
WC Code: 8868
Position Type: Second Level Administrator

Major responsibilities: It is the purpose (mission) of the Division Head Office to evaluate the academic outcome of the Division and to oversee and ensure the proper functioning of the particular Division which he or she heads and all his/her subordinates. 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. Reads, understands and complies with the University’s mission, the catalog, the University’s policies and procedures, the Faculty, Staff and Student Handbooks and the institutional effectiveness process.
2. Respond to communications (e-mail, voice mail) on a daily basis.
3. Oversees and guides the Division and its departments.
4. Evaluates the departments and the department heads.
5. Observes classes and instructors.
6. Conducts faculty evaluations in accordance to the job description.
7. Syllabi:
 - a. Ensures that the Program Directors provide copies of the syllabi to the Campus Dean, Division Heads and the Office of the Vice-President of Academics.
 - b. Oversees that each instructor posts a copy of the syllabus and inform to each student in the class.
 - c. Ensures that each syllabus is posted in the appropriate classroom.
 - d. Ensures that the instructor's hours of advisement/office are posted and followed.
8. Ensures alternative source of textbooks to be identified and available to the University as needed.
9. Develops a bank of qualified substitutes, from which permanent instructors may eventually be drawn.
10. Prepares the master schedule of the division.
11. Ensures that all classes are taught on all campuses at the same level.

12. Facilitates the interaction of the Division's units in the various campuses and participates in meetings with the Department Heads and Deans.
13. Ensures that students of the division transferring to another campus of the University do so easily.
14. Works with and develops the Admissions Representatives in each campus to promote campus enrollment.
15. Participates in the University Curriculum Committee.
16. Presents the University Curriculum Committee with all the curricula changes for the academic programs under his/her division, after proper research and acceptance among the members of the Division, giving:
 - a. Academic reasons for the change
 - b. Cost feasibility study
 - c. Demographic studies of section of the student body affected.
17. Develops and oversees all new programs in the Division.
18. Ensures the assessment of learning outcomes per program and per course.
19. Evaluates appropriate level of instruction.
20. Keeps records of the number of students in the division, by programs.
21. Oversees student retention of his/her division.
22. Ensures faculty participation to all in-services and workshops.
23. Ensures coverage of information from workshops and in-services to all adjunct faculty.
24. Maintains open lines of communication with campus deans.
25. Continuously oversee actions for improvements at campus level sited in the Division Head's Planning, Assessment, and Implementation Form.
26. Oversee compliance with licensing and accrediting organizations.
27. Ensure they are in compliance with Title IX of Education Amendments Act of 1972.

In Addition To The Above Primary Duties, The Division Head Will:

1. Develop and oversee a system to insure that the graduating student work with the Placement officer on each campus and that they are placed in field upon graduation.
2. Work with the University Library Director to ensure that the needs of the division are met.
3. Assist the campuses librarians to insure that all libraries have enough reference materials and learning resources for the Division.
4. Assist the Vice President of Academic Affairs in matters dealing with the programs, the faculty, the division, and the departments, supplies, textbooks, etc.
5. Provide the VP of Academics with the planning and evaluation report of the division.
6. Prepare and monitor the functional budget of the division.
7. Keep abreast of the physical needs of the division and strives to maintain all the necessary equipment and supplies.
8. Divide his/her time between the three campuses proportionate to their needs and their Respective volume of activities.
9. Teach two on campus classes on alternate shifts on alternate campuses every mini-semester.
10. Conduct new students' orientation for his/her division.
11. Participate in the self-studies and committees conducted by the University.

12. Support and participate in University Commencement Ceremonies.
13. Performs any special project assigned by the President or supervisor.
14. Perform other duties as assigned.

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.