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# Example of Program Chair Job Description

Our company is hiring for a program chair. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program chair

* Develops and maintains the academic quality and integrity of the college programs and discipline via frequent collaboration and communication with academic and program deans
* Advises, coaches and mentors faculty on how to deliver course content/PD more effectively, with an emphasis on improving student/educator engagement, performance, and success
* Recognizes success, hard work, and growth in faculty through different methods
* Investigates and addresses performance deficiencies and/or violations of the Faculty Handbook with appropriate remediation and coaching
* Assists the Dean of Faculty and/or other college personnel with the development of strategies in the faculty lifecycle to improve faculty engagement and support
* Monitors and evaluates external agencies (internships and student teaching) to determine their effectiveness
* Participates in and may lead task forces and committees to represent and address academic concerns to college management team and/or administration, plan, implement, and coordinate campus and/or regional activities to maximize service quality effectiveness and efficiency
* Partners with local campus leadership and other stakeholders to identify market opportunities to build relationships and partnerships that will add credibility to the degree program, build the perceived reputation and value of our offerings, and support cohorts of programs/PD/other educational offerings
* Prepare, approve and forward electronic journal entries to correct accounting errors detected
* Provide account holder with a monthly financial report outlining total expenditures, encumbrances and projected balances

## Qualifications for program chair

* Demonstrated leadership in academia
* Significant experience in supervisory/leadership responsibilities for faculty including recruitment, retention, performance results and development
* Demonstrated ability to build cross-functional leadership capacity in the school by hiring, mentoring and coaching faculty while maintaining positive connections with remote faculty and learners
* Experience working in a remote employee environment as a collaborative member of cross-functional business teams desirable
* Terminal/doctoral degree in business or a business related discipline from a regionally accredited institution of higher learning
* Candidates should have graduated at least 2 years prior and possess 2 years’ experience in either doctoral level instruction, dissertation mentoring, or both