

**Mathematics Department
Coordinator Duties
2010 – 2011**

Reassigned Time: Two 5-unit classes per quarter for three quarters = $.222 \times 3 = .666$

Responsibilities:

1. **Leadership:** Provide leadership in curriculum, SLO/SLO Assessment, program review, and other areas of importance to the Department and College. Encourage faculty participation in curriculum development and review, and ensure quality and timely submission of department curriculum, assessment, and program review reports. Be available to provide and encourage interaction with math faculty on matters of interest and importance to the department and to represent those interests to the dean.
2. **Scheduling:** Schedule all mathematics classes for fall, winter, spring, summer and work with the Dean during registration to monitor enrollments and determine whether math sections should be added or cancelled. Maintain an equitable scheduling process that ensures that all faculty are offered assignment opportunities in compliance with contract rules and a scheduling timeline that guarantees that quarterly schedules are completed according to college and division deadlines.
3. **Meetings with Dean:** Meet with the dean on a weekly and continuing basis to keep the dean apprised of department activities and needs, and in turn, remain informed of administrative considerations and decisions that may affect the mathematics department.
4. **Math Meetings:** Plan and chair mathematics meetings, usually three to four per quarter. Ensure that faculty are offered the opportunity to submit agenda items, and that faculty and staff are apprised of meeting schedules.
5. **Hiring:** Monitor part-time hiring needs. Take the lead in recruiting new part-time faculty, including reviewing District part-time hiring pool. Serve on the hiring committee for part time math faculty.
6. **Workshops:** Assist the Assistant Coordinator in setting up workshops, principally for part-time math faculty, but to include all full-time math faculty. Provide at least two workshops per year.
7. **Coordinators' Council:** With the Assistant Coordinator, attend and represent the mathematics department at Coordinators' Council meetings.
8. **Substitutes:** Assist faculty with finding substitutes.
9. **Department Committees:** Set up, monitor timelines and process, and ensure conclusion for curriculum, textbook and ad hoc committees.
10. **Bookstore:** Work with the bookstore on faculty textbook orders.
11. **Represent the Math Department:** Represent the math department in meetings with administrators and other entities, and more generally serve as a contact person for the department.
12. **CMC3 Conference:** Apply for conference funds for the annual CMC3 Conference.