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| <b>CURRICULUM CHAIR SELECTION &amp; GUIDELINES - 5:10:00:01</b> |
| Approval  |
| <b>Leadership Council Approved:</b> April 13, 2018              |
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| <b>Effective Date/Approved:</b> January 1, 2017                 |
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| <b>Revised:</b> Approved December 9, 2016; April 13, 2018       |
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| <b>Responsible Party:</b> Vice President for Academic Affairs   |
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## I. BACKGROUND

Curriculum Chairs are selected for a term of two years by the Vice President for Academic Affairs (VPAA) with input from departmental faculty after careful review of their academic and leadership abilities both in and out of the classroom. Curriculum Chairs may have successive terms. They are evaluated annually by the VPAA with input from the departmental faculty. Curriculum Chairs have the responsibility for reviewing the programs of study, curricular changes, substitutions and waivers and advising the Deans of departmental matters.

## II. SELECTION

- A. When a curriculum chair position is vacated, the VPAA will send an email announcement to the full-time faculty in the department asking for resumes from interested candidates.
- B. Interviews will be scheduled with departmental faculty participating in the interviews.
- C. The VPAA will make the final decision with input from the departmental faculty.

## III. GUIDELINES

- A. To attract and retain the best possible faculty to this position, Motlow State Community College provides the following options:
  - 1. Curriculum Chairs have a choice of 2 courses per semester release time or a premium stipend.
  - 2. Premium stipends would be \$700 per semester credit hour. This would total \$4,200 per semester or \$8,400 per academic year.
  - 3. Additionally, the college will pay a \$1,000 per month stipend for June and July for Curriculum Chairs. Summer work is essential for credentialing, textbook, and fall semester adjunct preparation. Summer pay is capped at 25% as per TBR policy.

NOTE: Terms are retroactive for chairs currently in the position upon the revision date of the policy.