

**MONTGOMERY COLLEGE**  
Office of the Senior Vice President for Academic Affairs

April 1, 2014

**MEMORANDUM**

To: Montgomery College Community

From: Dr. Sanjay Rai, Interim Senior Vice President for Academic Affairs

Subject: Call for Department Chair Nominations for All Disciplines

I am pleased that Dr. DeRionne Pollard, president, has accepted the five recommendations outlined in the Academic Restructuring Final Report. The recommendations represented the work of nearly 200 members of the Montgomery College community, including faculty, staff, and administrators from all campuses, and were informed by the input received by College community members throughout the planning process. Once again, I would like to express my appreciation to the dedicated work group participants and leaders for their vision and creativity in developing this plan.

With Dr. Pollard's approval, we now move into the important process of implementing the recommendations. A full implementation plan will be sent to Dr. Pollard and the College community in the coming days, but first, I am pleased to move forward with the first major step: the nomination and selection process for individuals to serve as department chairs.

The department chair position is critical to the success of the new academic structure. The individuals in this position will be responsible for the daily supervision of full- and part-time faculty and staff members in their designated departments. Chairs will work closely with colleagues at other campuses to coordinate curricula and schedules for discipline courses and faculty members, and will provide campus-based academic leadership in partnership with the collegewide dean for their areas. Chairs of academic departments will teach between one and three courses per year, depending on the size and complexity of their departments. Similarly, chairs of student services departments will have a workload that includes both teaching and counseling duties. The specific workloads for each department chair will be set by the supervising dean.

A full position description for the department chair role is available online at the academic restructuring [website](#). Some of the major points include:

- The department chair position is a full-time, non-bargaining, 12-month assignment.
- The position has been classified as a Grade O, after careful review by the Office of Human Resources, Development, and Engagement.
- According to the FY 2015 salary schedule for a Grade O position, the salary range will be \$86,216 to \$147,056; it is anticipated that the minimum starting salary would be approximately \$90,000 for the 12-month time period.
- Chairs will receive three work weeks (15 days) of paid annual leave to be used between July 1 and June 30 of each fiscal year, in addition to winter breaks and other College

closings, including a number of paid holidays. Retirement benefits will be calculated on a 12-month schedule during the chair's term of appointment.

- Chairs will be appointed for an initial term of four years, with the option for a renewed appointment for a second four-year term with the support of the department, dean, and vice president/provost. A sitting chair is eligible to be nominated for a third term through an open nomination process; however, a chair will not serve for more than 12 years consecutively.

The selection process will be similar to the process the College has followed in the past, with the exception that any nomination process that does not yield a qualified candidate from the College's full-time faculty pool will be followed first by an extended internal search that will be open to part-time faculty and staff, and then by an external search. All candidates will need to meet the minimum qualifications and teaching requirements. The nomination and selection process is outlined below:

### **Chair Nomination and Selection Process**

- Nominees for the first round of the selection process must be current full-time faculty members at the College with at least three years of full-time teaching experience at the college level, or equivalent, and at least three years of demonstrated leadership experience as a department chair, program or discipline coordinator, committee chair, or equivalent.
- Nominations must be received, via e-mail or physical mail, by the appropriate dean by **Wednesday, April 16, 2014**. Individuals may nominate themselves or be nominated by colleagues. Individuals who nominate colleagues must notify them of their intention.
- Nominated individuals must submit, via e-mail or physical mail, a resume and a statement of interest that includes a vision for the department and a summary of service to Montgomery College. All materials must be received by the appropriate dean by **Friday, April 18, 2014**.
- Once nominations are received, deans will schedule meetings with the nominated individuals who are interested in serving as chair to discuss the position duties and responsibilities. Deans also will provide an opportunity for nominees to meet with members of the appropriate departments to present their qualifications and to discuss their ideas for the leadership of the department. Deans will collect feedback from these presentations to inform their selection; and the deans' selections will be confirmed by the appropriate vice president/provost or, for counseling chairs, the senior vice president for student services.
- Once a candidate has accepted the appointment of department chair, the dean will inform department members of the appointment.
- If this first round of the internal nomination and selection process yields no qualified nominees from the full-time faculty, the dean will initiate a wider internal nomination process to include eligible part-time faculty members and permanent staff members.
- If an extended internal search does not yield a qualified chair nominee, the dean will appoint an interim chair and will initiate an external search to fill the position.
- A complete collegewide list of department chairs will be announced no later than **May 16, 2014**.
- Department chair appointments begin on July 1, 2014, and chairs must be available for a mandatory two-week training program in **July 2014**. Details and schedule of the training

session will be posted online at the Academic Restructuring website when they are finalized.

In some cases, cohorts of discipline faculty members are too small to be their own departments with their own chairs; these disciplines will be served by a coordinator and hosted by a larger campus department. The local department will support the daily needs of the faculty and staff, who will be supervised by a department chair on a different campus. The dean will determine the appropriate supervising department chair.

The following is a list of the department chair positions at Montgomery College. Please use this list to help you choose and direct nominations.

### Chair Positions by Dean

Dean (alphabetical)	Chair Positions
<p><b>Dr. Monica Brown, dean</b> 240-567-5052 <a href="mailto:Monica.Brown@montgomerycollege.edu">Monica.Brown@montgomerycollege.edu</a></p>	<p>Chair of Counseling and Advising, Takoma Park/Silver Spring</p> <p>Chair of Counseling and Advising, Rockville</p> <p>Chair of Counseling and Advising, Germantown</p> <p>Chair of Disability Support Services, Rockville, Takoma Park/Silver Spring, and collegewide</p>
<p><b>Dr. Darrin Campen, dean</b> 240-567-5030 <a href="mailto:Darrin.Campen@montgomerycollege.edu">Darrin.Campen@montgomerycollege.edu</a></p>	<p>Chair of Education and Psychology, Rockville</p> <p>Chair of Anthropology, Criminal Justice, and Sociology, Rockville</p> <p>Chair of Education and Social Sciences, Germantown</p>
<p><b>Dr. Eun-Woo Chang, dean</b> 240-567-5031 <a href="mailto:Eun-Woo.Chang@montgomerycollege.edu">Eun-Woo.Chang@montgomerycollege.edu</a></p>	<p>Chair of Physical Sciences, Engineering, and Computer Science, Rockville</p> <p>Chair of Physical Sciences, Engineering, Computer Science, Cybersecurity and Networking, Germantown</p>
<p><b>Mr. John Hamman, interim dean</b> 240-567-7794 <a href="mailto:John.Hamman@montgomerycollege.edu">John.Hamman@montgomerycollege.edu</a></p>	<p>Chair of Mathematics and Statistics, Takoma Park/Silver Spring</p> <p>Chair of Mathematics and Statistics, Rockville</p> <p>Chair of Mathematics and Statistics, Germantown</p>

<p><b>Dr. Tony Hawkins, dean</b></p> <p>240-567-1380</p> <p><a href="mailto:Tony.Hawkins@montgomerycollege.edu">Tony.Hawkins@montgomerycollege.edu</a></p>	<p>Chair of Humanities (hosting Social Sciences and Business), Takoma Park/Silver Spring</p> <p>Chair of History and Political Science, Rockville</p> <p>Chair of World Languages and Philosophy, Rockville</p> <p>Chair of Humanities, Germantown (hosting Health and Physical Education, and Arts)</p>
<p><b>Ms. Kathy Michaelian, dean</b></p> <p>240-567-7724</p> <p><a href="mailto:Kathy.Michaelian@montgomerycollege.edu">Kathy.Michaelian@montgomerycollege.edu</a></p>	<p>Chair of Business and Economics, Rockville</p> <p>Chair of Business and Economics, Germantown</p>
<p><b>Ms. Angie Pickwick, dean</b></p> <p>240-567-5557</p> <p><a href="mailto:Angie.Pickwick@montgomerycollege.edu">Angie.Pickwick@montgomerycollege.edu</a></p>	<p>Chair of Nursing, Takoma Park/Silver Spring</p> <p>Chair of Health Sciences, Health and Physical Education, Takoma Park/Silver Spring</p> <p>Chair of Health and Physical Education, Rockville</p>
<p><b>Dr. Deborah Preston, dean</b></p> <p>240-567-5031</p> <p><a href="mailto:Deborah.Preston@montgomerycollege.edu">Deborah.Preston@montgomerycollege.edu</a></p>	<p>Chair of Arts, Takoma Park/Silver Spring</p> <p>Chair of Art, Rockville</p> <p>Chair of Performing Arts, Rockville</p> <p>Chair of Communication Arts Technologies, Rockville</p>
<p><b>Dr. Rodney Redmond, acting dean</b></p> <p>240-567-5030</p> <p><a href="mailto:Rodney.Redmond@montgomerycollege.edu">Rodney.Redmond@montgomerycollege.edu</a></p>	<p>Chair of English and Reading, Takoma Park/Silver Spring</p> <p>Chair of English and Reading, Rockville</p> <p>Chair of English and Reading, Germantown</p>
<p><b>Mr. Ed Roberts, dean</b></p> <p>240-567-7688</p> <p><a href="mailto:Ed.Roberts@montgomerycollege.edu">Ed.Roberts@montgomerycollege.edu</a></p>	<p>Chair of Applied Technologies and the Gudelsky Institute, Rockville</p>

<p><b>Dr. James Sniezek, dean</b></p> <p>240-567-1690</p> <p><a href="mailto:James.sniezek@montgomerycollege.edu">James.sniezek@montgomerycollege.edu</a></p>	<p>Chair of Chemistry and Biology, Takoma Park/Silver Spring (hosting Physical Sciences, Engineering, and Computer Science)</p> <p>Chair of Biology, Rockville</p> <p>Chair of Chemistry, Rockville</p> <p>Chair of Chemistry, Biology, and Biotechnology, Germantown</p>
<p><b>Ms. Monica Trent, interim dean</b></p> <p>240-567-7746</p> <p><a href="mailto:Monica.Trent@montgomerycollege.edu">Monica.Trent@montgomerycollege.edu</a></p>	<p>Chair of AELP, Linguistics, and Speech Communication, Takoma Park/Silver Spring</p> <p>Chair of AELP, Linguistics, and Speech Communication, Rockville</p> <p>Chair of AELP, Linguistics, and Speech Communication, Germantown</p>

Detailed information about all disciplines, including the number of individuals to be supervised within each department, is available online at the academic restructuring [website](#). Please refer all questions to the appropriate dean.

I look forward to continuing our work together as we implement the academic restructuring plan.