



Administrative Regulation 4110.2 Department Chairpersons

Responsible Office: Office of Human Resources

REGULATION

1. Each high school in the Reno-Sparks area is permitted to appoint one (1) department chair-person for each ten (10) teachers or fraction thereof in the school. In addition, each high school is permitted to appoint one (1) additional department chairperson to serve as athletic director or as chairperson of one of the other departments in the event that an administrator in that school is serving as athletic director.
2. Whenever a vacancy for a department chairperson post occurs, the principal shall post a notice of the vacancy in order to determine which teachers in that department would be interested in filling the position. Teachers interested in being considered for the vacancy must notify the principal in writing. The principal, with the assistance of a committee which shall include teachers, will then select the department chairperson.
3. After a department chairperson has served for three (3) years, or a shorter period of time at the discretion of the principal, a new department chairperson shall be selected using the same procedure outlined above. The appointment of a department chairperson for two (2) or more terms is permissible.
4. In each school the principal will determine which subject area or areas are to be assigned to each of the department chairpersons. The principal will also designate approximately one-third of the department chairpersons' positions for reappointment each year in order to avoid having a complete turnover of department chairpersons within a school during the same year.
5. Only teachers shall serve as department chairpersons in high schools except where no teacher from the school has applied for the position.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4110, Recruitment and Selection of Personnel.

3. This Administrative Regulation complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel.

REVISION HISTORY

Date	Revision	Modification
6/8/1976	1.0	Adopted
7/2/1976 11/12/1991 10/27/1992 7/14/1998	2.0	Revisions