Under the supervising dean or administrator, assumes a leadership role in curriculum development, evaluation and revision.

- Assists the dean in the scheduling and staffing of classes.
- Assists the dean in the recruiting, interviewing and hiring of adjunct faculty.
- Assists the dean in the orientation and supervision of adjunct faculty.
- Assists the dean in the evaluation of adjunct faculty.
- Assists the dean in responding to student issues and complaints related to adjunct faculty.
- Assists the dean in arranging for substitutes when necessary.
- Assists in Program Review.

For Allied Health and Technical Programs when necessary.

- Develops, evaluates, revises, and reviews program requirements to assure that the program is in compliance with external agency accreditation requirements and aids in the preparation of materials for the accreditation and reaffirmation of accreditation with such agencies.
- Recommends sites for the development of affiliation agreements to be entered into by the College to provide practical experiences for the students in the program manager's discipline.
- Develops, evaluates and recommends activities and concerns relative to student recruitment which are supportive of the recruitment efforts for a program.