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PFF COUNTERPROPOSAL #1- 7/22/19
ARTICLE 12 - DEPARTMENT CHAIRS/DIRECTORS

- 12.1 The District may establish for any Department or Program in the District the position of Department Chair or Program Director (hereinafter referred to in this Article as the "Department Chair"). Department Chair and Assistant Department Chair, if applicable, positions are faculty positions.
- 12.2 The Department Chair will report directly to, and be under the immediate supervision of, the Dean or first-level administrator responsible for the department.
- 12.3 Election of a Department Chair
- 12.3.1 The Department Chair shall be elected, through the use of a secret ballot, for an initial two-year (2-year) term of office by a simple majority of the voting members of the department in which he/she teaches. In the case of a tie, the tie will be broken using whatever tie-break procedures are outlined in the department's bylaws. The Department Chair's position may be rotated among tenured members of the department. The Department Chair must be a full-time faculty member of the department that he/she will chair. The Department Chair must also be tenured, though probationary faculty may be elected as Chair if special circumstances exist. Departments may choose to elect two faculty members as Co-Department Chairs, or two faculty members to serve in alternate semesters as Department Chairs, with duties, stipends, and assigned time to be split as appropriate, and determined by the department, with consultation with the appropriate Dean.

Only tenured faculty members with the majority of their contract within the department will be eligible to become Department Chair, though an exception will be made in the event that no tenured faculty member within the department is available to assume the responsibilities of chairing. In that circumstance, a probationary faculty member or a faculty member who has a partial contract within the department may be elected.

In the case where an outside accreditation agency recognizes assistants to the chair's position, those assistants shall be filled by tenured faculty members through a vote of the department. All assistants must be tenured, though an exception will be made in the event that no tenured faculty member within the department is available to assume the responsibilities of assistant to the chair.

- 12.3.2 If there is evidence that the Department Chair is performing his/her duties in a satisfactory manner, the current Chair may be re-elected

for additional one-year (1-year) terms. Faculty may continue service to the department as Chair so long as elections are held on a yearly basis with subsequent terms of office lasting for one (1) year each.

- 12.3.3 To conduct the meeting at which the Department Chair is elected, a quorum must be present. A quorum for department meetings is defined as a simple majority of the tenure and tenure-track faculty of the department. Proxy votes for Department Chair will not be accepted.
- 12.3.4 The election of a Department Chair may not occur unless an announcement of the pending vote has been placed on the agenda of a department meeting, then distributed ~~and posted within the department~~ to all voting members of the department at least five (5) working days in advance of the meeting at which the voting takes place.
- 12.3.5 Any tenured or tenured-track member of the department may nominate a department member as a candidate for Department Chair.
- 12.3.6 The election must take place on or before April 15, and the Department Chair takes office on July 1 of the new fiscal year. With outgoing and incoming Chair agreement, the incoming Chair can start his/her term immediately following commencement instead of waiting until July 1. In such an event, the appropriate Division Dean shall be notified by May 1.
- 12.3.7 Copies of the minutes of the department meetings dealing with the election of a Department Chair must be kept in the departmental office and sent to the appropriate Division Dean.

12.4 Removal or Resignation of a Department Chair

- 12.4.1 The Department Chair may resign at any time.
- 12.4.2 The majority of all tenure and tenure-track department members eligible to vote in departmental matters may recall the current Department Chair at a department meeting convened in accordance with Section 12.4.3 below.
- 12.4.3 The department meeting at which a recall may occur must be announced with the pending recall election placed on the agenda, and this notice must be ~~posted and~~ distributed to all voting members of the department at least five (5) working days in advance of the date of the meeting.

- 12.4.4 A quorum consisting of a simple majority of departmental voting members must be present for a vote to occur.
- 12.4.5 If a Department Chair is replaced, the new Chair shall assume office immediately, at the end of the semester, or no later than July 1.
- 12.4.6 No established department may be without a Department Chair.

12.5 Absences of the Department Chair

- 12.5.1 In the event of the Department Chair's absence, for any reason, for a period of one (1) full semester or less, the Department Chair, in consultation with the appropriate Division Dean, may appoint a temporary replacement.
- 12.5.2 In the event of a recall, resignation, or absence from duties for more than one (1) semester because of illness, a leave of absence, a sabbatical leave or any other reason, the position shall be declared vacant, and an election shall be held to select a new Department Chair, who shall then assume the office immediately. If the new Department Chair assumes office with less than one (1) full semester remaining in the academic year, the fraction of the first year served shall not be counted as part of his or her two-year (2-year) term; but if more than one (1) semester remains in the academic year, the fraction of the first year shall count as a full year in the determination of his or her tenure in the office of Department Chair.

12.6 The Department Chair, under the immediate supervision of the Dean or first-level administrator responsible for the department, is responsible for providing leadership for the department and on behalf of the department to the District. The Department Chair is responsible for various planning activities as well as the organization, coordination, oversight, and evaluation duties involving the operations of the department. These duties include, but are not limited to, the following:

12.6.1 Budgeting

- 1) Prepare and accurately monitor department budgets
- 2) Set priorities for department resource needs in collaboration with department members
- 3) Review and approve supply and equipment requests
- 4) Coordinate and review attendance and payroll reports

12.6.2 Curriculum

- 1) Coordinate curriculum development and review

- 2) Produce accurate and timely catalogue information
- 3) Maintain current department syllabi for all course offerings
- 4) Coordinate field trip requests
- 5) Review course substitutions and equivalencies
- 6) Approve credit by exam requests, where applicable
- 7) Facilitate textbook review and selection where appropriate
- 8) If acting as the Department SLO Facilitator, the Department Chair will also assume the duties outlined in 12.9

12.6.3 Department Leadership

- 1) Represent the department within the division and to administration
- 2) Participate in and encourage faculty participation in shared governance
- 3) Conduct department meetings. Chairs shall conduct at least one department meeting per semester.
- 4) Maintain minutes from department meetings and make them available to department members. It is required encouraged that departments shall create and vote on department bylaws.
- 5) Attend Department Chair and Division meetings
- 6) Investigate and mediate student complaints, except those involving discrimination or sexual harassment
- 7) Maintain regular office hours as Department Chair
- 8) Provide guidance to faculty on academic matters (grading, performance standards, etc.)
- 9) Provide minutes and/or information to the department members from Division and Chairs and Directors meetings
- 10) Advocate for the department

12.6.4 Evaluation

- 1) Serve on faculty evaluations committees, as appropriate
- 2) Work with the TERB Coordinator in identifying part-time faculty who are due for evaluation per the timeline in Article 17.
- 3) Provide input for the evaluations of staff assigned to the department
- 4) Select designees to serve on evaluation committees for full-time faculty as described in Article 17.
- 5) Coordinate part-time faculty evaluations and ensure the completion of these evaluations by the deadline prescribed in the TERB calendar.
- 6) Complete the Department Chair form for part-time faculty evaluations and write the Department Chair's letter for probationary faculty in the department.

12.6.5 Planning

- 1) Prepare and monitor department short-range and long-range plans, in conjunction with department/program
- 2) Monitor the departmental progress regarding implementation of the plans

12.6.6 Scheduling

- 1) Produce accurate and timely class schedule recommendations that meet student learning needs
- 2) Use assigned rooms efficiently
- 3) Ensure that classes are assigned according to established department procedures and according to the guidelines outlined in Article 20.

12.6.7 Staffing

- 1) ~~Recruit~~, Participate in interview(s) and recommend hiring of classified staff assigned to the department
- 2) Recruit and coordinate the hiring of full-time faculty
- 3) Identify a mentor for all new full-time faculty
- 4) Facilitate orientation of new full-time faculty
- 5) Coordinate the selection, training, and continued employment of part-time faculty
- 6) Facilitate Professional Development opportunities for staff

12.6.8 Responsibilities

- 1) Coordinate student placement sites
- 2) Prepare special accreditation
- 3) Monitor professional certifications
- 4) Coordinate safety and hazardous materials issues with District staff
- 5) Other related duties as assigned by Dean or Vice President

*The Department Chair and Assistant Chair(s) of the Nursing Education Department will need to meet the requirements in Article 3 sections 1424 and 1425 of the California Board of Registered Nursing regulations. The department will define the word "supervision" as written in Section 1425 (i) as leadership.

12.6.9 Summer Duties (for the time period between Commencement and Plenary) and Winter Duties (for the time period between January 2 and the start of Spring semester)

Chairs shall be promptly available during the summer and winter by phone and email. If this is not possible, the Chair shall appoint a designee to act on his/her behalf.

- 1) Be available via email or phone to faculty in the department teaching winter intersession, spring intersession or summer classes.
- 2) Be available via email or phone to the Division Dean to discuss class enrollments and/or cancellations.
- 3) Be available to hire part-time faculty in emergent or time-sensitive situations to ensure all spring and fall classes are staffed.
- 4) Be available to address student and faculty complaints and/or issues.

12.6.9.1 Any other Department Chair duties as outlined in 12.6 will be conducted during the contract year (regular fall and spring semesters) or compensated via NOHE.

12.6.9.2 A Department Chair will receive a summer stipend, paid on an NOHE in July and August, as part of the calendar year stipend amount.

12.7 A Department Chair will receive an extra stipend for the assignment of Department Chair in addition to the assigned time using the following schedule based upon the assigned time:

Academic Year Assigned Time	Calendar Year Stipend Amount
40%	\$7,351.16
60%	\$8,019.94
80%	\$8,865.68

All on-schedule percent increases applied to faculty wages shall be applied to Department Chair stipend as reflected in the table above.

~~12.7.1 Department Chairs of multidisciplinary departments with three (3) or more disciplines will receive an additional 20% of their calendar year stipend to account for the additional work involved in staffing, program review, and other chair duties. This additional stipend will be paid as an NOHE once per fall and once per spring semester.~~

- 12.8 The payment for the "Calendar Year Stipend Amount" scheduled above shall be issued in twelve (12) monthly payments. A Department Chair will be granted assigned time to perform the required duties of the position throughout the academic year. The amount of assigned time for Department Chairs is 80%, 60%, or 40%. ~~The Vice President who is responsible for the department Instruction Office will determine the amount of assigned time for each Department Chair utilizing the criteria below, after reasonable opportunity for input from the current Department Chair, and any input and recommendation from the Dean or first-level administrator responsible for the department. If the Department Chair wishes to contest the amount of the assigned time, the Department Chair may appeal to the Superintendent/ President whose decision will be final. The amount of the assigned time will not~~ may be adjusted once annually on August 1 and shall continue at that level through July 31 of the following calendar year, during the two-year (2-year) term of the Department Chair without the consent of the Department Chair. The expected amount of the assigned time for any Department Chair will be made known prior to the election of the chair with the understanding that any adjustment made due to changes in the department ratios may alter the assigned time as above. If the Department Chair wishes to contest the amount of assigned time, he/she may appeal to the Vice President of their respective area, whose decision will be final for that school year.

The assigned time for the Department Chair of the Nursing Education Department will be 80%. The assigned time for two (2) Assistant Nursing Chairs will be twenty percent (20%) each. The assigned time for the World Languages Department Chair will be sixty-seven percent (67%). The assigned time for the Director of Dental Assisting will be 40%. The assigned time for the Director of the Fire Academy will be 60%. The Director for Emergency Medical Education shall be employed under an eleven-month contract and shall receive eighty percent (80%) reassigned time. No Department Chair will receive more than 80% assigned time in compensation for the duties of the Department Chair.

The amount of assigned time for a Department Chair will be determined each July 1 using the following criteria by:

- 1) The number of full-time regular faculty (FTEF);
- 2) The number of overload FTEF and equivalent adjunct faculty FTEF (O/A); and
- 3) The number of classified employees assigned to the Department under the functional leadership of the Department Chair.

CONTRACT FTEF

O/A	0 - 5.9	6 - 10.9	11 - 15.9	16 - 20.9	> 20.9
0 - 3.9	40	40	60	60	80
4 - 6.9	40	40	60	60	80
7 - 9.9	40	40	60	60	80
10 - 12.9	40	40	60	60	80
13 - 15.9	40	60	60	60	80
16 - 18.9	40	60	60	60	80
19 - 21.9	40	60	60	60	80
22 - 24.9	40	60	60	80	80
25 - 27.9	40	60	60	80	80
28 - 30.9	40	60	60	80	80
31 - 33.9	40	60	60	80	80
34 - 36.9	40	60	60	80	80
> 36.9	40	60	60	80	80

If the number of classified employees assigned to the department which must be supervised by the Department Chair is greater than 5.0 full-time equivalent, the amount of assigned time for the Department Chair calculated immediately above will be increased by 20. No Department Chair will receive more than 80% assigned time in compensation for the duties of the Department Chair. ~~Discussions related to creating a Department Chair for categorical programs will occur in the 2018/19 school year, with any decisions related to those discussions to be reflected in an MOU and then in the 2019-2022 contract.~~

The Instruction Office will calculate the appropriate load for each department for the year (related to the above chart) for purposes of calculating assigned time for the Department Chair, and communicate this to the Department Chair by July 31 of each year.

- 12.9 Student Learning Outcomes and Assessment: The Chair or designee is responsible for leading and coordinating the department's Student Learning Outcome and Assessment (SLO) process, and will act as the department's SLO Facilitator. Any designee in this role must be a full-time faculty member in the department. The Chair or designee shall perform the following duties each fall

and spring semester in order to receive the facilitator stipend of \$1110.10 per semester, ~~not subject to the Cost of Living Adjustment for 2018-19~~. The SLO Facilitator is required to complete all of the following in order to receive the stipend :

- a) Participates in SLOAC training as requested by the SLOAC Coordinator
- b) Provides department and/or one-on-one SLOAC training to faculty each semester
- c) Coordinates the development and assessment of SLOs for all disciplines in the department
- d) Coordinates and ensures that the department's SLOAC data is entered and current each semester
- e) Ensures that the department meets the semester and annual goals and timelines established by the Learning Outcomes Council (LOC)
- f) Inputs data into the SLOAC management system each semester and runs the reports requested by the LOC/Curriculum Committee by the end of the third and fourteenth weeks of each semester

