

ARTICLE 23 - DIVISION AND DEPARTMENT CHAIRPERSONS

23.1 Division and Department Chairperson Assignments

23.1.1 Division Chairperson and Department Chairperson are an additional assignment for a full-time faculty member with responsibility for a division or department.

23.1.2 A Division or Department is an organizational unit defined by the District.

23.42 Selection Procedure for Division Chairs

One (1) semester prior to the expiration of the division chairperson's term of office, the chairperson shall call for nominations. Service as Division Chairperson shall be restricted to full-time regular faculty who have more than a 50% teaching assignment in the division. ~~With the consent of the full~~ Full-time regular/contract divisional faculty, ~~and~~ part-time, non-contract employees shall vote in the nomination procedure. The name or names of the person(s) nominated by the division shall be submitted to the Superintendent/President; every effort shall be made to nominate at least two (2) persons. After receiving the division's nominee(s), the Superintendent/President may consult with the division chairperson before making the final determination. The Superintendent/President's appointment shall not be limited to the list submitted. If no nominees are submitted, the Superintendent/President shall internally appoint someone to perform the functions and responsibilities of the chairperson of the division. In such a case, the assignment to fulfill division chairperson duties will not be restricted to faculty. All procedures shall be in accordance with state, federal, Governing Board and Equal Employment Opportunity laws.

23.23 Term for Division Chairs

The term of office of the division chairperson shall be three (3) years. Re-election to successive terms is allowable and shall follow the same procedure outlined in section 23.1 of this Article. The Superintendent/President may reassign the division chairperson to other duties at the end of any semester. A shorter term of office may be requested by the individual serving as division chairperson.

23.34 Recall/Vacancy of Division Chairs

A division may recommend to the Superintendent/President the removal of the division chairperson from the position. This recommendation shall be made following the first reading of a petition to recall signed by one third of the division. The first reading of a petition to recall shall be at a second regularly scheduled division meeting. Recall recommendation by the division shall follow the majority vote of the faculty in attendance at that division meeting. Such removal shall be deemed to be effective as of the end of the semester during which it was voted. In case of recall or vacancy, the selection procedures outlined in section 23.1 of this Article shall be followed. For the purpose of this subsection, voting faculty shall be defined as the outcome of the process described in section 23.1 above.

23.45 Job Description of Division Chairs

The following describes the administrative, non-teaching functions for which the chairperson is responsible. Teaching responsibilities are described in other Articles of this Agreement. In accordance with institutional policies, the division chairperson shall perform the following non-supervisory, administrative tasks:

23.4.1 Staff

- Facilitate and coordinate work assignments by division staff.
- Advise and consult with the appropriate Dean regarding changes in status of assigned employees.
- Provide such supervision of classified staff of the division as signing of time cards, administering sick leave procedures, and other procedures for coordinating the job performance of classified staff as assigned by the administration.
- Serve on screening committees for the division classified staff; make recommendations for hiring to the Dean.
- Chair evaluation committees in accordance with evaluation policy, for divisional contract certificated staff.
- Chair the selection committees for hiring of full-time faculty members within the division in accordance with established policies (federal, state, and local) and Human Resources procedures.
- Oversee the screening and hiring procedures for part-time instructors and the pool of part-time divisional instructors, working in close cooperation with the appropriate Dean, the Associate Dean of Human Resources, and the appropriate department(s).
- Facilitate the day-to-day program of substitute instruction, working in close cooperation with the appropriate dean.
- Facilitate sick leave provisions as specified in Article 8 of this Agreement for the division.
- Apportion that amount of release time granted through this Article for the temporary staff, and use that time to coordinate and develop the Community Education Programs and those day-campus offerings as applicable to the temporary staff.

23.4.2 Planning

- Assist in the preparation, development and maintenance of long-term and short-term program review documents and educational, instructional equipment, and facility plans for the division.
- Prepare and recommend, a division class schedule to include specific teaching assignments for the regular semester, summer session, winter session, and special sessions as requested by the administration with the aim of meeting student need and using the facilities effectively.
- Coordinate the activities of the departments within the division.

23.4.3 Budget

- ~~Monitor budget expenditures: assume responsibility for completion of appropriate budgetary tasks in a reasonable time.~~
- ~~Initiate and monitor budgeted work order requests for necessary repair, remodeling, special maintenance, furniture requests, etc.~~
- ~~Work with the Office of Instruction in the allocation of division reader time as specified in Article 15 of this Agreement.~~
- Prepare and recommend the annual division budget.
- ~~Administer the approved annual budget to include the following: approve all purchase requisitions and maintain files of such, monitor monthly balances, monitor the divisional budgets for student help, travel, and film ordering.~~

23.4.4 Curriculum

- ~~Carry division recommendations on major curriculum and other program changes to the appropriate dean.~~
- Initiate and assist in the development of new courses and new instructional programs.

23.4.5 Communication

- ~~Facilitate communication among staff assigned to the division.~~
- Serve as the division's spokesperson in coordination with other division chairpersons and administrative personnel.
- ~~Facilitate conflict resolution among assigned staff members and among appropriate staff and students enrolled in division classes.~~
- ~~Serve as a member of the Instructional Council~~Academic Affairs Advisory Group, the Administrative Council, and other committees.
- ~~Advise the appropriate dean about matters of professional concern.~~
- Represent the division at each ~~Instructional Council~~Academic Affairs Advisory Group meeting and be responsible for communicating recommendations, actions, and information to the division.
- Participate in the liaison between the college, business, and other groups as it pertains to the division.
- Conduct monthly meetings of the division to assure effective communication among members of the division in reference to proposed new curricula, business of the Academic Senate, the educational program, administrative matters, student educational needs, and other related matters.
- ~~Participate with the administration and counseling staff in the liaison between the college and high schools, and between the college and other colleges and universities.~~
- ~~Be available to members of the division by setting aside a specific schedule of hours of availability per week.~~

23.4.6 Policies

- ~~Facilitate in the administration of District policy and procedures in matters affecting the division.~~

23.4.7 Other¶¶

- ~~Accept other duties similar to those enumerated above which are related to divisional affairs.¶¶~~
- ~~Cooperate in the development of recruitment of new student populations as they evolve from the new courses and programs.¶¶~~
- ~~Administer the approved division teaching load in cooperation with the Office of Instruction through maintaining load history sheets and balancing teaching load whenever necessary.¶¶~~
- ~~Advise instructors in the preparation of course outlines and textbook selection for the division and coordinate this activity with the appropriate dean and the Bookstore Manager.¶¶~~
- ~~Provide new and revised catalog copy to the Office of Instruction annually.¶¶~~
- ~~Prepare division course descriptions for publications as requested by Academic Affairs.¶¶~~

23.6 Compensatory Time Off for Duty Required During Non-Contractual Periods¶¶

~~Division Chairpersons, or a designee mutually agreed upon between the Division Chair and the District, shall be on duty on campus during Monday through Thursday evenings of the first week of fall and spring semesters. They shall also be on duty the first two days of early spring and of summer sessions. During these periods, they will monitor class enrollments and perform other duties as specified in Article 23.¶¶~~

~~For the above duty, chairpersons shall receive compensatory time off as follows:¶¶~~

Fall semester:	4 evenings (half days)	=	2 days¶¶
Spring semester:	4 evenings (half days)		2 days¶¶
Early Spring:			2 days¶¶
Summer:			2 days¶¶
	Subtotal	=	8 days¶¶
¶¶			
	Less one day of week already compensated	=	<u>1 day</u> ¶¶
¶¶			
	Total compensatory time	=	7 days¶¶
¶¶			

~~These days off duty are to be scheduled at times of reduced workload.~~

23.7 Orientation Release Time for Division Chairperson-Elect

Efforts shall be made where practicable to schedule the teaching load of the chairperson elected to allow attendance at ~~Instructional Council~~Academic Affairs Advisory Group meetings. Where scheduling does not permit attendance, release time shall be provided when requested for attendance at ~~Council~~advisory group meetings during the semester prior to assuming the division chair duties.

23.8 Release Time

The following guidelines shall be used for determining release time for division chairpersons:

23.8.1 Computation Basis

Computation of release time shall be based upon the scheduled personnel of Spring Census Week I.

23.8.2 Classified Staff Inclusion

The number of classified staff shall be included in the computation of release time only when the classified staff are supervised directly by the chairperson, in accordance with the provisions of 23.4.1.3 of this Article.

23.8.3 Special Considerations

When budget items, special projects, curriculum development, hiring, and multiple-site scheduling go beyond the normal responsibilities of the chairperson, these factors shall be considered for additional release time through mutual agreement between the chairperson and the dean.

23.8.3.1 Hiring Committees

In the event a division chairperson is required to chair more than one faculty hiring committee a year, that chairperson may appoint a designee to chair each additional hiring committee. In the event that the designee's assignments are such that he/she cannot undertake this additional task, the division chairperson may request additional reassigned time from the Vice President/Assistant Superintendent.

23.8.4 Other Adjustments

The administration reserves the right to make necessary adjustments, with such adjustments made after review of the division load index and consultation with the affected division chairperson. If the administration anticipates that an adjustment will result in a reduction, the Association will be notified and have an opportunity to participate in a consultation meeting with the affected division chairperson.

23.8.5 Division Chairperson Unit (DCU)

The basis for release time shall be the number of division chairperson units (DCU's) within the division. DCU's in a division shall be determined by the following load index:

Each Classified Employee (Full-time)	=	1.0 DCU
Each Classified Employee (Part-time)	=	0.5 DCU
Each Regular Instructor (Full-time)	=	1.0 DCU
Each Regular Instructor (Part-time)	=	0.5 DCU

Each Contract Instructor (Full-time) DCU	=	1.5
Each Temporary Instructor (Hourly 1st Semester) DCU	=	0.5
Each Temporary Instructor (Hourly Other) DCU	=	0.2
Each Temporary Instructor (Full-time Contractual) DCU	=	1.5
Each Temporary Instructor (Part-time Contractual) DCU	=	0.5

Instructors on sabbatical leave, leave of absence, and/or serving as Division Chairperson shall not be included in the release time formula.

23.8.6 Release Time Formula

Release time shall be determined as follows:

<u>Number of DCU's Within Division</u>	<u>Annual Release Time in TLU's</u>
1 - 10.5	6 TLU's
10.6 - 15.5	9 TLU's
15.6 - 20.5	12 TLU's
20.6 - 25.5	15 TLU's
25.6 - 30.5	18 TLU's
30.6 - 35.5	21 TLU's
35.6 - 40.5	24 TLU's
40.6 - 45.5	27 TLU's
45.6 - 50.0	30 TLU's

23.8.7 Department Coordination of Release Time

When the provisions of the release time formula reach 24 TLU's, the division chairperson shall meet with the appropriate academic dean to discuss whether the division of release time with the appropriate department chairpersons is appropriate. When the department chair so affected is from the same discipline as the division chairperson, the provisions of this section may be waived.

23.8.8 English Department Chairperson Release Time

As indicated in Section 17.6 of this Agreement, the English Department Chairperson shall receive six (6) TLU's annual release time.

23.8 Department Chairperson

23.8.1 Selection Process

Department Chairpersons will serve a three year term. Full-time tenured or non-tenured instructors may serve as department chairs. Nominations shall be given to the Division Chair by the sixth week of the spring semester. If there are no full-time faculty nominated, a full-time faculty member from another department within the division may be nominated. Department Chairpersons shall be elected by the full-time and part-time faculty in a given department. Elections must be held prior to the twelfth week of the spring semester. Elections are held every three years or as necessary to fill a vacancy.

23.8.2 Job Description

Department Chairperson duties will be limited to those duties that require the expertise and experience of a faculty member. These duties will enhance faculty input on campus and provide for increased participation. Duties may include, but are not limited to the following:

- Facilitate communication among full-time and part-time faculty within the department and conduct regular department meetings.
- Coordinate the screening and hiring procedures for part-time instructors and the pool of part-time departmental instructors, working in close cooperation with the appropriate Dean, the Office of Human Resources, and the appropriate department(s).
- Serve on screening committees for departmental classified staff
- Monitor department budget expenditures: assume responsibility for completion of appropriate budgetary tasks in a reasonable time.
- Initiate and monitor budgeted work order requests for necessary repair, remodeling, special maintenance, furniture requests, etc.
- Participate with the administration and counseling staff in the liaison between the college and high schools, and between the college and other colleges and universities.
- Participate in division meetings
- Work with the appropriate Dean and faculty in the department to facilitate the development of a schedule of classes
- Coordinate department program reviews, annual updates, and related tasks
- Coordinate the decision-making process for the selection of textbooks
- Lead the department's efforts in curriculum development

23.9 Compensation for Division and Department Chairpersons

23.9.1 Division Chairperson compensation

Division Chairpersons will be compensated with a stipend as described in Article 17.5 and Exhibit D-1. A contract will be issued for each Division Chair. The contract will include a description of the duties and responsibilities to be performed, term of the assignment and total stipend.

23.9.2 Department Chairperson compensation

Department Chairpersons will be compensated with a stipend as described in Article 17.5 and Exhibit D-1. A contract will be issued for each Department Chairperson. The contract will include the duties and responsibilities, term of the assignment and total stipend.

23.910 Agreement Interpretation by Division Chairpersons

Division and Department chairpersons shall seek guidance from the appropriate district administrator on any questions of interpretation of this Agreement in performing their duties outlined in 23.4. An act of a division or department chairperson shall not be considered precedential nor binding on the District at any level of the grievance procedure outlined in this Agreement as Article 6.