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ARTICLE 13 Department Chairs/Facilitators

13.1 Department Chairs.

The number and designation, creation, rearrangement, and deletion of Department Chairs shall be established by the District.

13.1.A. The Department Chair will be a faculty member nominated at an advertised announced department meeting and elected by secret ballot. Voting may occur via one of two methods at the discretion of the Department and as decided at the nomination meeting.

Option One will be to vote by secret ballot at a subsequent advertised department meeting by those present at the meeting.

Option Two will be to vote by secret ballot over the span of an announced one week period where the ballots are submitted by the double envelope signed secret ballot method.

In both Option One or and Option Two voting shall be by secret ballot by contract and non-contract faculty members of the department, present at the advertised department meeting. Notice of both meetings shall be at least one week (7 calendar days) prior to advertised meetings regarding the nomination or election of a Department Chair. The Department Chair is subject to approval by the College President. In the event the College President fails to approve the elected chair, the department faculty will submit another name for approval to the College President. In the event the department members decline or fail to select a Department Chair, the Dean/immediate supervisor shall recommend a faculty member to the College President. Any faculty member so recommended may refuse to serve as Department Chair. A Department Chair will be appointed for a term of two years.

13.1.B. In departments such as, but not limited to, DSPS, EOPS, Athletics, Library, or Nursing, Transfer Center, and Off-Campus Programs, which have a Coordinator/Director, the Coordinator shall function similarly to a Department Chair. However, a Coordinator /Director is assigned to oversee specialized programs or clusters of programs, and is compensated differently than Department Chairs.-- All other departments will have a Department Chair.

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13.1.C. A department may be composed of one or more disciplines. All faculty members will be assigned to a department by the appropriate campus Vice President, EVP. The formation of Proposals to form or modify departments may originate either from discipline faculty or by administrative initiative. Once formed, the deletion or merging of different disciplines into a single department shall only occur through the consent as indicated by a majority vote of the impacted faculty.

Comment [PS1]: Add something here about Dept formation?

13.1.D. Within the Department Chair's two year term, Department Chairs shall be evaluated annually by the Dean/immediate supervisor within the Department Chair's two year term and annually and by faculty members in the department and shall be evaluated with regard to the duties of Department Chairs. Evaluations of Department Chairs will be submitted for review to the appropriate Vice President who will make a recommendation to the College President. The College President shall complete a Summary Evaluation Report on Form C3 Evaluations of Department Chairs will be submitted for review to the Executive Vice President who will make a recommendation to the College President.

13.1.E. A Department Chair may be removed from the assignment by the College President for unsatisfactory performance, budget considerations, budget considerations, or at the written request of a majority of the contract and non-contract department members.

13.1.F. Reassigned time shall be computed using a count of the total number of faculty inassigned at census date to assigned to teach classes for in the department. The total number of faculty shall be calculated as:

the combined FTEF average number of such employees from the previous year's fall and spring terms OR shall be calculated as the sum of: 1 FTEF for each full time regular contract employee (regardless of reassigned time for any full time employee but for full time contract employees assigned to more than one discipline, their load shall be prorated in this calculation to that which is relevant to the Department assigned) and 0.2 for each hourly faculty member (regardless of each individual work offer/assignment);
census.

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<u>Reassigned Time:</u> <u>FTEF</u>	<u>Reassigned Time:</u>
<u>1.49 or less</u>	<u>0 (\$350/mo stipend)</u>
<u>1.5 – 2.99</u>	<u>.1</u>
<u>3 – 6.49 or less</u>	<u>.22</u> 0-FTE
<u>6.5 – 9.9</u> More than 3 to <u>9-10</u>	<u>.3-4</u> 2 FTE
<u>10 – 12.9</u> More than 10 <u>to 15-6</u>	<u>.46-4</u> FTE
<u>13 – 15.99</u>	<u>.5</u> FTE
<u>More than 16 or more</u>	<u>.6-8-6</u> FTE

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FTEF in a department is based on the total FTEF for all contract and non contract faculty, computed based on 1 FTE for each full-time regular contract employee (a full-time regular contract employee assigned to more than one department will be computed on a pro-rata basis) and 0.2 FTE for each hourly faculty member. The number of full-time regular contract faculty members and non-contract faculty members for an academic year shall be determined by the average number of such employees from the previous year's Fall census and Spring census.

Comment [MWS2]: Isn't this redundant of 13.1.F?

(2) **Monthly Salary Differential**

A monthly salary differential of ~~\$1000-250~~250 for a total of ten months will be paid to each Department Chair who qualifies for any reassigned time for the assignment of a Department Chair. A Department Chair who does not qualify for reassigned time shall receive a monthly salary differential of ~~\$500-350~~350 for a total of ten months for the assignment of Department Chair. This salary differential shall be added to the contract faculty member's regular salary for STRS purposes if allowed by the STRS.

(3) **Hourly Pay To Participate In, And Coordinate Evaluation Of, And Interface With, Hourly Faculty**

For every hourly faculty member in the department, determined by the average of the number of hourly faculty members at the end of the previous academic year's

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Fall ~~term census~~ and Spring ~~terms census~~, the Department Chair shall be paid a total for the year of one hour of pay at the appropriate hourly rate.

~~(3)~~(4) **Additional Weeks of Employment Per Year**

~~Commencing with the 2013-2014 academic year, D~~department ~~C~~chairs will be granted one additional week of employment per year to be jointly scheduled by the Dean/immediate supervisor and the Department Chair. If the Department Chair is granted ~~.8-.66~~ reassigned time pursuant to this provision, then that Department Chair also shall be granted an additional one week of employment per year (for a total of two additional weeks of employment) to be jointly scheduled by the Dean/immediate supervisor and the Department Chair. If a department has 20 FTE or more faculty over the previous year's Fall and Spring ~~terms census~~, then the Department Chair will be granted two additional weeks of employment per year (for a total of three additional weeks of employment) to be jointly scheduled by the Dean/immediate supervisor and the Department Chair. Additional weeks shall be added to the contract faculty member's regular salary for STRS purposes if allowed by the STRS.

13.1.G. All Department Chairs who have not served as a Department Chair nor received Chair orientation during the last ~~three- two~~ years shall be required to participate in Department Chair orientation not to exceed two hours. Said orientation shall be jointly held by the Federation and management, and all Department Chairs shall be compensated at their hourly rate for their participation.

(1). When possible, it is preferred that outgoing Department Chairs will provide mentorship to incoming Department Chairs.

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13.1.H. The Department Chair may request that an Assistant-Chair be appointed. The Assistant-Chair will be a faculty member nominated by department members through a process established by the department. The Assistant Chair is subject to approval by the College President. An Assistant-Chair will be appointed for a term of one year. The Assistant-Chair shall assist the Department Chair in the performance of her/his duties in accordance with the needs of the department as determined by the department. The Assistant-Chair shall be paid a pro-rata share of the hourly pay calculated in Section 13.1.F(3) that would have been paid to the Department Chair. An Assistant-Chair assigned to the Department Chair with duties other than evaluation shall receive a pro-rata share of the release time calculated in Section 13.1.F(1) that would have been provided to the Department Chair.

13.1.I. The Department Chair shall provide leadership to the department and shall assist the Dean/immediate supervisor in duties such as:

- (1) Recruitment, selection, and orientation of the new faculty and classified employees who will be assigned to the department.
- (2) Development of department's instructional schedule.
- (3) Development and revision of curriculum including course outlines and course and catalog descriptions.
- (4) Evaluation of faculty in the department.
- (5) Development and conducting of department meetings, and preparation and distribution of minutes of all such meetings.
- (6) Communications with students, faculty, and other employees.
- (7) Facilitating the Maintenance and improvement of facilities, equipment, and supplies.
- (8) Representation of, and liaison/advocacy for, the department within the College/District.

- (9) Development and revision of program review and student learning outcomes/service unit outcomes assessment processes.
- (10) Suggesting faculty to the Dean for substitute classroom/non-classroom assignments, as the needs arise.
- (11) Participation in the department's budget process.
- (9)(12) Coordination of review of requisite challenges or course placement exams.
- (40)(13) Other duties as determined jointly by ~~the faculty in the d~~Department Chair and the dean/immediate supervisor ~~which that~~ are reasonably related to the needs of the Department and the College and that are presented in writing.

13.2 Facilitators.

The number and designation of Facilitators shall be established by the College President. The duties of a Facilitator shall be determined and assigned by the immediate supervisor. All Facilitator positions will be advertised at the college at least five ten (10) working days prior to selection. The appropriate manager shall interview qualified applicants and make a recommendation to the College President.

Exceptions to the above shall be made for facilitator hours related to the following assignments:

EOPS Counselor/Coordinator

Coordinator, ~~Special Education~~Disabled Student Programs and Services (DSPS)

Veterans, Counselor/Coordinator

Coordinator, Student Health Services

Transfer Center Coordinator

Off-Campus Programs Coordinator

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- 13.2.A. A Facilitator differs from a Department Chair in that the former is responsible for such things as a facility, activities, programs, special functions, events, or campus services. A Facilitator does not participate in the evaluation of faculty.
- 13.2.B. The extra duties of a facilitator shall be compensated at the appropriate established non-contract hourly rate.
- 13.2.C. Contract or non-contract faculty members serving as facilitators may have additional hourly assignments in combination with the facilitator assignment as specified in Section 5.4.A.
- 13.2.D. Non-contract faculty shall continue to accrue non-contract longevity during their service as facilitator.