Article 13: Department Chairs and Coordinators

13.01 **CHAIRS AND COORDINATORS DEFINED AS FACULTY:** Faculty members serving as chairs or coordinators are classified as faculty for the purposes of this Agreement. A faculty member may serve concurrently as chair and in one (1) or more coordinator assignments.

13.02 **RESPONSIBILITY TO FACULTY AND TO SUPERVISING ADMINISTRATORS:** Chairs and coordinators have responsibilities both to the faculty in the department and to the supervising administrators to whom they report. Their positions require them to represent faculty concerns and opinions about the academic programs and work in cooperation with their supervising administrators.

13.03 **CHAIR AND COORDINATOR DUTIES**

A. **Primary Chair Duties:** These duties will be performed by the chair. Examples of these duties may include, but are not limited to, the following:

1. Provides leadership to the department to ensure that the department’s programs, curriculum, facilities, faculty and staff serve student needs.
2. Acts as liaison between the District and the department and maintains regular, clear, and open communications with regular and adjunct faculty.
3. Serves as the primary spokesperson and representative for the department in District matters.
4. Serves as liaison to other departments and services, and disseminates appropriate information to the college community.
5. Attends Department Chair Council and Instructional Managers (DCC/IM) meetings.
6. Attends mandatory Department Chair Training Days.
7. Administers and maintains currency in District policies, procedures, contracts, and Academic Affairs guidelines, and assists in implementing district and state mandated changes.
8. Schedules and facilitates regular department meetings in a timely and inclusive manner, and convenes department standing and ad-hoc committees as needed.
9. Supervises the maintenance of department records, such as departmental procedures, syllabi, textbook orders, and minutes of department meetings.
10. Assures that department websites are kept current.
11. Coordinates the development and maintenance of departmental guidelines.
12. Provides leadership for departmental planning, including department Program and Resource Planning Process (PRPP), program evaluation (District Policy 3.6P, January 10, 2012), and departmental alignment with strategic planning.
13. Coordinates faculty evaluations for regular and adjunct faculty members in the department as established in Article 14A: Regular Faculty Evaluations and Article 14B: Adjunct Faculty Evaluations.
14. Assures that all newly-hired faculty members are familiar with the course outline of record for their assignments, and disseminates information about curriculum changes to department members in a timely manner.
15. Participates in the tenure review process in the department as established in Article 30: Tenure Review.
13.03.A. 16. Provides immediate, “day-to-day” supervision of identified classified staff and appropriate input for the evaluation of classified staff.

17. Attends to inquiries and complaints by department faculty members or staff, and resolves such matters directly or refers them to the District, as appropriate.

18. Assists in the development of grant applications, business and industry partnerships, and special funding.

19. Ensures that all Career and Technical Education (CTE) programs convene and utilize appropriate advisory committees.

B. Ancillary Chair Duties: These duties may be performed by the chair, by a coordinator within the coordinator’s discipline (see section 13.03.C), or by a faculty member to whom the duty has been delegated by the chair (see paragraph 13.07.C). Examples of these duties may include, but are not limited to, the following:

1. Oversees development and modification of discipline curriculum and programs.

2. Coordinates the student learning outcomes assessment plan and assessment activities.

3. Recommends class schedules for department disciplines that respond to student needs, comply with Article 16 and written departmental procedures for hourly assignments, and comply with District timelines.

4. Coordinates the hiring process for contract and adjunct faculty positions, including the recruitment of faculty to serve on hiring committees.

5. Assists in the orientation of newly-hired contract and adjunct faculty members.

6. Provides oversight of classrooms, studios, laboratories or facilities.

7. Assists in monitoring the use, condition, and safety of facilities and equipment assigned to the department disciplines, and recommends necessary repairs and modifications.

8. Monitors discipline or program budgets and contributes to departmental budget development.

C. Coordinator Duties: A coordinator may be assigned any ancillary Chair duties (see section 13.03.B) and any of the following duties (subject to paragraph 13.04.C):

1. Directs outreach and recruitment of students at career fairs and other venues as appropriate.

2. Organizes outreach to local businesses and industry.

3. Coordinates outreach to local primary and secondary institutions.

4. Plans and coordinates the activities of the Advisory Committee(s) including recruitment of business and industry members (Board Policy 3.13, MMM xx, 2014).

5. Administers special or competitive student application and admissions procedures.

6. Provides input to the department chair for recruitment and evaluation of classified staff.

7. Ensures compliance of curriculum with relevant outside groups, which may include government agencies, industry groups and transfer institutions.
13.03.C. 8. Advises prospective and current students with insight into relevant industries including career goals and required educational pathways.

9. Responds to inquiries from the public regarding the program.

D. **Special Assignments:** By the special nature of certain departments, a chair or coordinator may perform duties that are not part of the chair or coordinator duties specified in sections 13.03.A-C, or generally considered as chair or coordinator duties common to most departments. Based on the level of time and commitment required, these duties either will be considered for contract faculty as District and Department Service (see Article 17: Job Descriptions, section 17.02) or will be considered as special assignments and compensated with reassigned time (see Article 17: Job Descriptions, section 17.11). A chair may confer with AFA and the District with respect to compensation for such duties.

13.04 **COORDINATOR ASSIGNMENTS**

A. **District Right-of-Assignment:** The District will maintain the right of assignment for coordinator assignments. The District may, in consultation with the chair, initiate, revise or eliminate a coordinator position in a department at any time. In consultation with the chair and a faculty member, the District may assign a coordinator position to the faculty member.

B. **Coordinator List:** The District will maintain a complete list of current coordinator assignments and reassigned time, which will be subject to review by AFA. The District will make this list available to faculty and AFA.

C. **Adjunct Coordinators:** Adjunct faculty may refuse coordinator assignments without prejudice or loss of load. Adjunct coordinators may not perform duties related to administering evaluations, directly determining faculty assignments, or coordinating contract faculty hiring activities. The chair may confer with an adjunct coordinator when determining faculty assignments.

D. **Chairs as Coordinators:** The District will compensate the chair for the coordinator assignments as specified in section 13.04.B, which will be in addition to chair compensation (see section 13.07).

13.05 **ELECTION OF CHAIR**

A. **Eligibility and Approval:** Any department regular faculty member is eligible to serve as chair. The chair is elected by majority vote of the department electorate, and serves subject to the consent of the District. The current chair will be eligible to run in the election.

B. **Term of Office:** The term of the office is three (3) years. The term begins on the first day of the fall semester in the first year of the term or on District-Designated Activities Day, Department Chair Training Day, or Professional Development Activity Day, whichever comes first.

C. **Regular Elections:** A regular chair election for the subsequent term of office will be completed and certified between November 1 and February 28 in the third year of the current term.

D. **Election Procedures:** Before a chair election, the department, in consultation with the supervising administrator, will develop a written election procedure with dates and processes for nominations, ballot distribution, and term of office. This procedure will be developed at least two (2) weeks before the election and distributed to all department faculty members and the District:
13.05.D. 1. All members of the department electorate will be eligible to vote.
   2. Balloting will be confidential. Ballots will be either paper or electronic copy. Proxy votes will not be accepted.
   3. Runoff elections will be used as needed to achieve a majority decision.
   4. The supervising administrator will tally the votes and certify the election.

E. Appointment in Lieu of Chair Election: If, after reasonable effort, a chair is not elected, the Vice President of Academic Affairs (VPAA) may, at his/her discretion, appoint a consenting contract faculty member from the department, a consenting contract faculty member from a different department, or an administrator as chair.

13.06 CHAIR VACANCIES: A chair position will be considered vacant if the chair resigns, becomes unable to complete the term of office, is recalled by the department, or removed by the VPAA. In the case of a chair vacancy, the provisions in sections 13.05.D-E will apply to the election or appointment of a new chair. If the chair position is vacant after June 1, and no election to replace the chair has been completed, then the VPAA may appoint a consenting regular faculty member to act as chair, as necessary, until the beginning of the next academic year.

A. Absence of Less than One Semester: If the chair is absent less than one (1) semester due to an approved leave, such as medical leave, the VPAA may, at his/her discretion, appoint a consenting contract faculty member from the department, a consenting contract faculty member from a different department, or an administrator as chair. If a chair resigns in the middle of a semester, the VPAA may appoint a substitute until the election process is completed.

B. Absence During the Summer: If a chair elects not to serve during the summer, he/she must notify the VPAA and identify a substitute chair, subject to VPAA approval.

C. Resignation: A chair may resign the chair position before the end of the current chair term of office by notifying the supervising administrator in writing of the effective date of resignation. A special chair election will be completed and certified within twenty (20) academic calendar instructional days of the written resignation notification.

D. Recall by Department Faculty: At the written request of 30 percent of the department electorate, the supervising administrator will convene a meeting of the department members for a confidential recall vote. If the majority of the department electorate vote to recall the current chair and the supervising administrator certifies the recall vote, then the current chair will be removed from the chair position at the time of the vote. A special chair election will be completed and certified within twenty (20) academic calendar instructional days of the recall.

E. Removal by District: The VPAA may conclude, on the basis of direct knowledge and in the best interests of the District and the faculty, that the current chair should be removed from the chair position. The removal of a chair by the District will proceed as follows:
   1. The supervising administrator will meet with the chair and request the chair to resign in a timely manner. At the request of the chair, this meeting will be confidential.
13.06.E. 2. If the chair chooses not to resign in a timely manner, the supervising administrator will convene a meeting of the department members and present the District’s reasons for removal, unless those reasons require confidentiality in Board Policy, contract, regulations, or laws. Any department member, including the chair, may make statements at this meeting. The VPAA may elect to remove the chair (effective immediately) from the chair position within one (1) week of this meeting. A special chair election will be completed and certified within twenty (20) academic calendar instructional days of the removal.

F. **Adjustment of Load:** In the event of a resignation, recall, or removal by the VPAA, the chair reassigned time will end and the chair’s load will be adjusted accordingly.

13.07 **COMPENSATION AND REASSIGNED TIME**

A. **Chair Reassigned Time:** The District will provide reassigned time for chairs for academic years 2014-15, 2015-16, and 2016-17. This reassigned time is specified in Appendix 4 of this Agreement.

1. The computed reassigned time for each chair in academic years 2014-15, 2015-16, and 2016-17 only is computed as specified in Table 13.1:

<table>
<thead>
<tr>
<th>A: <strong>Budget</strong></th>
<th>Total revenue allocated to the department budget in the 4000 and 5000 categories for 2012-13, in units of $10,000.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B: <strong>Department Employees</strong></td>
<td>Number of faculty members and staff assigned to the department in 2012-13.</td>
</tr>
<tr>
<td>C: <strong>Number of Courses</strong></td>
<td>Number of active courses listed in the department’s six-year assessment plan on file with Academic Affairs or in the PRPP as of April 15, 2013.</td>
</tr>
<tr>
<td>D: <strong>Number of Sections</strong></td>
<td>Number of instructional sections in department for the academic year 2013-14.</td>
</tr>
<tr>
<td>E: <strong>Base</strong></td>
<td>292 units for fixed time commitments common to all chair assignments.</td>
</tr>
<tr>
<td>Points = 8 X A + 5 X B + 2 X C + 3 X D + E</td>
<td></td>
</tr>
<tr>
<td><strong>Reassigned Time</strong>  = Points X 15.17/31164 (as FTE, rounded to nearest 0.01).</td>
<td></td>
</tr>
</tbody>
</table>

*Table 13.1*

2. The District will provide reassigned time for each chair for each academic year 2014-15, 2015-16, or 2016-17 subject to the following:

a. If the computed reassigned time is greater than the previous academic year’s reassigned time plus 8 percent FTE, then the provided reassigned time will be the previous academic year’s reassigned time plus 8 percent FTE; else

b. If the computed reassigned time is less than the previous academic year’s reassigned time minus 3 percent FTE, then the provided reassigned time will be the previous academic year’s reassigned time minus 3 percent FTE; else

c. The provided reassigned time will be the computed reassigned time as specified in section 13.07.A.1.
13.07.A. 3. The reassigned time for a chair may be adjusted based on the provisions of paragraph 13.04.B and section 13.07.B.
   
4. The reassigned time for chairs for academic years 2017-18 and thereafter will be negotiated.

B. **Coordinator Reassigned Time:** The District will reasonably and fairly compensate coordinators with reassigned time or a fixed number of hours based on the workload of the assignment.
   
1. The District may provide up to 50 percent of the coordinator’s compensation for reassigned time by redirecting chair-reassigned time in that department for those ancillary chair duties that are assigned to the coordinator (see section 13.03.B).
   
2. In addition to chair compensation (see section 13.07.A), the District will compensate the chair for the coordinator assignments that are assigned and performed by the chair.

C. **Delegation of Duties:** The department chair may, in writing, delegate specific chair job duties to a particular faculty member for a specific period of time and allocate a reasonable amount of chair-reassigned time to that faculty member for that period of time. This action may only occur with the consent of the faculty member, the approval of VPAA, and the review of AFA. The allocation will reduce the chair’s reassigned time by the equivalent amount. Chair-reassigned time will not be used for coordinator duties other than as specified in paragraph 13.07.B.1.

D. **Chair and Coordinator Work Outside the Fall and Spring Semesters**
   
1. For summer term, chairs will be compensated for up to twelve (12) hours for department business, and up to seven and one-half (7.5) hours per FTEF of summer term faculty assignments for summer term administration.
   
2. When the District requires chairs to perform duties outside the fall and spring semesters, and beyond the reasonable and typical workload for that time period, the District will compensate the chairs accordingly.
   
3. When the District requires coordinators to perform duties outside the fall and spring semesters, the District will compensate the coordinators accordingly.

4. Compensation specified in paragraphs 13.07.D.1-3 will be at the base hourly rate and may only occur with the prior approval of the VPAA.

13.08 **CHAIR AND COORDINATOR FEEDBACK PROCEDURE:** Chair and coordinator feedback is a formative process intended to give the chair and coordinator feedback for self-reflection and improvement as well as to recognize commendable performance.

A. **Feedback from Department Faculty, Supervising Administrator and Others**
   
1. The VPAA, AFA, and faculty co-chairs of DCC/IM will approve a “Department Chair Feedback Instrument” form.

2. The VPAA will furnish the approved form to all faculty members, contract and adjunct, who have faculty assignments in the department in any term of the current year. The forms will be distributed by the end of the eighth week of the spring semester and collected in a timely manner with respect to the deadlines in paragraph 13.08.B.1-2.
13.08. A. Chairs will receive feedback each year in which they serve. The VPAA must approve in writing any exceptions to this requirement. Coordinators will receive feedback on an as-needed basis as determined by the supervising administrator in consultation with the chair. The feedback will focus on the chair’s performance with respect to chair job duties (see section 13.03).

4. In addition to those individuals specified in paragraph 13.08.A.2, the chair (or coordinator) and supervising administrator, by mutual consent, may specify District employees or community members who have direct knowledge of the chair’s (or coordinator’s) performance, such as classified staff, administrators, other faculty members, or advisory committee members, to provide feedback.

B. Discussion of Feedback

1. The VPAA will compile a summary of the returned, complete forms by the end of the spring semester. Those submitting feedback will remain anonymous.

2. The supervising administrator will confer with the chair (or coordinator) prior to the end of spring semester. The supervising administrator will also share his/her feedback on the chair’s (or coordinator’s) performance either verbally or in writing, separate from the feedback summary.

3. No documents from this process will be placed in a faculty personnel file or may be used in a faculty evaluation in any manner. The District will not retain any documents or other written information from this process after the current term of the chair expires.
## Appendix 4
### Chair Reassigned Time

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>2014-15</th>
<th>2015-16</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture/Natural Resources</td>
<td>88%</td>
<td>91%</td>
<td>91%</td>
</tr>
<tr>
<td>Applied Technology</td>
<td>51%</td>
<td>51%</td>
<td>51%</td>
</tr>
<tr>
<td>Art</td>
<td>57%</td>
<td>54%</td>
<td>51%</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>68%</td>
<td>65%</td>
<td>64%</td>
</tr>
<tr>
<td>Business Administration</td>
<td>72%</td>
<td>72%</td>
<td>72%</td>
</tr>
<tr>
<td>Chemistry</td>
<td>31%</td>
<td>31%</td>
<td>31%</td>
</tr>
<tr>
<td>Child Development</td>
<td>41%</td>
<td>43%</td>
<td>43%</td>
</tr>
<tr>
<td>College Skills</td>
<td>58%</td>
<td>58%</td>
<td>58%</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>51%</td>
<td>51%</td>
<td>51%</td>
</tr>
<tr>
<td>Computer Studies</td>
<td>63%</td>
<td>71%</td>
<td>79%</td>
</tr>
<tr>
<td>Consumer &amp; Family Studies</td>
<td>50%</td>
<td>51%</td>
<td>51%</td>
</tr>
<tr>
<td>Counseling</td>
<td>48%</td>
<td>52%</td>
<td>52%</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>61%</td>
<td>61%</td>
<td>61%</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>44%</td>
<td>44%</td>
<td>44%</td>
</tr>
<tr>
<td>Earth &amp; Space Sciences</td>
<td>33%</td>
<td>33%</td>
<td>33%</td>
</tr>
<tr>
<td>English</td>
<td>88%</td>
<td>88%</td>
<td>88%</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>59%</td>
<td>67%</td>
<td>69%</td>
</tr>
<tr>
<td>Industrial &amp; Trade Technology</td>
<td>38%</td>
<td>42%</td>
<td>42%</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>45%</td>
<td>46%</td>
<td>46%</td>
</tr>
<tr>
<td>Kinesiology, Athletics &amp; Dance</td>
<td>87%</td>
<td>95%</td>
<td>96%</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>35%</td>
<td>35%</td>
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</tr>
<tr>
<td>Life Sciences</td>
<td>50%</td>
<td>48%</td>
<td>48%</td>
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<tr>
<td>Mathematics</td>
<td>77%</td>
<td>77%</td>
<td>77%</td>
</tr>
<tr>
<td>Modern &amp; Classical Languages</td>
<td>47%</td>
<td>47%</td>
<td>47%</td>
</tr>
<tr>
<td>Music</td>
<td>44%</td>
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<tr>
<td>Social Science</td>
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</tr>
<tr>
<td>Theatre Arts</td>
<td>35%</td>
<td>38%</td>
<td>38%</td>
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