

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior College District
regarding
Special Assignment
Department Chair Council Co-Chairs
Selection Process, Job Duties, and Compensation
May 20, 2020

The District has created a Special Assignment for the Co-Chairs of the Department Chair Council (DCC Co-Chairs).

A. Job Duties. The DCC Co-Chairs will:

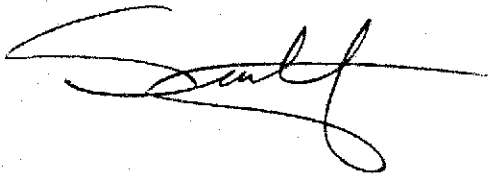
1. Prepare for and lead monthly meetings of the Department Chairs Council (DCC).
2. Meet monthly with the VPAA to consult on the agenda for the DCC/IM meetings.
3. Meet with the faculty leaders of other shared governance bodies as needed.
4. Attend meetings of the President's Consultation Council.
5. Manage communication streams regarding agendas and topics of interest to chairs and otherwise prepare for DCC/IM and DCC meetings.
6. Plan and lead a 6-hour department chair training session once a year, prior to the start of the Fall Semester.

B. Selection Process. The DCC Co-Chair is an elected position. Any department chair is eligible to serve, and the incumbent is eligible to run in the election.

The regular term of the assignment is two consecutive academic years, to begin on the first day of the fall semester in the first year of the term. The terms of the two Co-Chairs are staggered such that one Co-Chair will serve a term beginning in an even year, and the other Co-Chair will serve a term beginning in an odd year.

1. The election for the term beginning in the subsequent Fall semester will occur at a Department Chairs Council meeting during the prior academic year.
2. All members of the DCC are eligible to vote, and the Co-Chairs are elected by a majority of votes cast.
3. **Mid-term vacancy of the DCC Co-Chair position.** In the event that the DCC Co-Chair position becomes vacant before the end of a term, the DCC will hold a special election to elect a replacement Co-Chair for the remainder of the term.
4. **Removal of a DCC Co-Chair.** A DCC Co-Chair may be removed by a recall vote of the DCC, or by the District for failure to perform duties.

C. Compensation. Beginning in Fall 2020, the DCC Co-Chairs will each receive 10 percent reassigned time for each semester of their elected terms.



Sean Martin, President
All Faculty Association



Dr. Frank Chong, Superintendent/President
Sonoma County Junior College District

