

Memorandum of Understanding  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding

Special Assignment  
Founding Chair of Ethnic Studies  
Selection Process, Job Duties, and Compensation

October 18, 2021

The District has created an ad-hoc special assignment for the Founding Chair of Ethnic Studies.

**A. Job Duties.** The Founding Chair of Ethnic Studies will:

1. Provide leadership in the formation of the Ethnic Studies Department including identifying needs in the areas of curriculum, facilities, faculty positions, and classified staffing.
2. Act as a liaison between the District and faculty members participating in the development of the Ethnic Studies program; and maintain regular, clear, and open communication.
3. Work in collaboration with the Supervising Administrator for Ethnic Studies on the development of the Ethnic Studies program and the establishment of the Ethnic Studies department.
4. Meet monthly with the VPAA/AS and Academic Senate President to discuss Ethnic Studies program needs and needs associated with the establishment of the Ethnic Studies Department.
5. Act as a liaison between the Ethnic Studies Department and other departments, programs, and services in the District.
6. Regularly confer with Departments that offer courses that are cross listed with Ethnic Studies courses.
7. Serve as the representative for Ethnic Studies in District matters for the term of this special assignment.
8. Provide leadership for planning related to the formation of the Ethnic Studies Department, in alignment with the College's strategic planning process.
9. Participate in the hiring process for contract and adjunct faculty positions for the Ethnic Studies Department including the recruitment of faculty to serve on hiring committees; and consult, as needed, with the Equivalency Committee to provide discipline-specific expertise on candidates' applications for equivalency.
10. Assist in the orientation of faculty members hired to teach in the Ethnic Studies Department.
11. Coordinate faculty evaluations for regular and adjunct faculty members in the Ethnic Studies department as established in Article 14A: Regular Faculty Evaluations and Article 14B: Adjunct Faculty Evaluations.
12. Participate in the tenure review process in the Ethnic Studies department as established in Article 30: Tenure Review.
13. Oversee development and modification of Ethnic Studies curriculum, including the development of new degrees.
14. Recommend class schedules for the Ethnic Studies program that respond to student needs and comply with the AFA/District contract.

15. Contribute to the development of an Ethnic Studies department budget.
16. Regularly attend DCC/IM meetings.

**Selection Process.** Tenured contract faculty members are eligible to serve in the Founding Chair of Ethnic Studies Special Assignment position. The VPAA/AS will solicit all tenured contract faculty members regarding their interest in serving in this special assignment. Eligible faculty members will express interest by writing and submitting a letter of interest, not to exceed two pages. The Supervising Administrator for Ethnic Studies, will convene a four-person selection committee consisting of faculty representatives from the Black/Ethnic Studies Task Force to review letters of interest, select candidates with whom to meet, and make a recommendation to the VPAA/AS who will provide final approval. Preferred qualifications include: Previous experience teaching Ethnic Studies courses, developing Ethnic Studies programs, writing curriculum and seeing it through the curriculum approval process; demonstrated interpersonal, supervisory and leadership skills; demonstrated project or program management experience; and direct experience bringing together stakeholder interests.

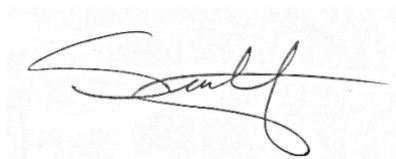
**Term of Assignment.** The term of the assignment begins in the Fall 2021 semester, and extends through Spring of 2023. During the 2022-2023 Academic Year, the established Ethnic Studies Department will hold a regular Department Chair election according to the provisions of Article 13. The elected Chair of the Ethnic Studies Department will begin a full term in Fall 2023.

1. The Founding Chair of Ethnic Studies will be in place no later than November 1, 2021.
2. The Founding Chair of Ethnic Studies may be removed by the District for failure to perform job duties of this special assignment as per Article 13.06.E.

**Compensation.** The Founding Chair of Ethnic Studies will receive 70% in reassigned time beginning November 1, 2021 through the end of the Spring 2022 semester, and 60% in reassigned time for Fall 2022 and Spring 2023. Summer pay will be on an hourly basis as approved by the VPAA/AS and will not exceed 50 hours.


For the 2021-22 academic year, the District, in consultation with the Founding Chair will identify specific tasks to be assigned to discipline experts who will be compensated on an hourly basis according to the provisions of Article 17.11.F.5 of [this MOU](#). For the 2022-2023 academic year, the Founding Chair may delegate tasks to members of the Ethnic Studies Department according to the provisions of Article 13.07.C.

The facts and circumstances related herein and the conclusions and determinations made by the Agreement shall not establish a precedent or practice for any future purpose.



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Sean Martin, President  
All Faculty Association



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