

# Article 13: Departments, Department Chairs, and Career Education Coordinators

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## **13.01 DEPARTMENT CHAIR AND CAREER EDUCATION (CE) COORDINATOR ROLES AND RESPONSIBILITIES**

- A. Faculty members serving as Department Chairs or CE Coordinators are classified as faculty for the purposes of this Agreement.
- B. A faculty member may serve concurrently as department chair and in one (1) or more CE coordinator assignments.
- C. Department Chairs and CE Coordinators have responsibilities to the faculty in the department and to the supervising administrators to whom they report. The department chair and CE Coordinator positions require them to represent faculty concerns and opinions about the academic programs and work in cooperation with their supervising administrators.

## **13.02 DEPARTMENT RIGHTS:** All departments, as defined in Article 7, have the following rights and parameters. The District is responsible for ensuring that other District bodies do not assume the roles or subsume the rights of departments, as defined below.

- A. Each Unit A faculty member in the District must be a member of a department, and only Unit A faculty members may be a member of a department.
- B. Departments, as defined in Article 7, are distinct from other District entities, and other District entities do not employ Unit A faculty as such.
- C. All departments are represented at the Department Chairs Council by a department chair or designated faculty coordinator. In departments (e.g. Health Science and Public Safety) that have a designated faculty CE coordinator rather than an elected or appointed department chair, the faculty CE coordinator will be assigned to represent the department.
- D. Department membership.
  - 1. Contract faculty are members of a single department with the option of performing assignments in other departments.
  - 2. Associate faculty may be members of multiple department associate pools.

## **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 associate 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.

- 13.03.A.** 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](#), March 11, 2014), and departmental alignment with strategic planning.
  13. Coordinates faculty evaluations for regular and associate faculty members in the department as established in [Article 14A: Regular Faculty Evaluations](#) and [Article 14B: Associate 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](#).
  16. May direct the "day-to-day" work of identified classified staff and may provide objective, evidence-based input for incorporation into 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 associate faculty positions, including the recruitment of faculty to serve on hiring committees.
  5. Assists in the orientation of newly-hired contract and associate faculty members.

- 13.03.B.** 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, December 10, 2013).
  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.
  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.

- 13.04.C. Associate Coordinators:** Associate faculty may refuse coordinator assignments without prejudice or loss of load. Associate 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 associate 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:
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, 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 One Semester or Less:** If the chair is absent for a period of one (1) semester or less due to an approved leave, such as medical leave, or sabbatical leave, a temporary replacement will be elected by a majority vote of those members of the department electorate who cast votes, in accordance with the guidelines set forth in 13.05.

- 13.06.B. Absence During the Summer:** If a chair elects not to serve during the summer, the chair 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.
  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 the academic years 2023-24, 2024-25, and 2025-26 according to the formula in Table 13.1. This calculated reassigned time is specified in Appendix 4 of this Agreement.

**13.07.A.** 1. Chair Reassigned Time formula.

<p><b>A: Budget</b> Total revenue allocated to the department budget in the 4000 and 5000 categories for 2022-23, in units of \$10,000.</p>
<p><b>B: Department Employees</b> Number of faculty members and staff assigned to the department in February 2023.</p>
<p><b>C: Number of Courses</b> Number of active courses in 2023 listed in SIS that have been taught since 2018.</p>
<p><b>D: Number of Sections</b> Number of instructional sections in department for the academic year 2022-23.</p>
<p><b>E: Base</b> 292 units for fixed time commitments common to all chair assignments.</p>
<p><b>Points</b> = <math>8 \times A + 5 \times B + 2 \times C + 3 \times D + E</math></p>
<p><b>Reassigned Time</b> = <math>\text{Points} \times 15.17/29132</math> (as FTEF, rounded to nearest 0.01).</p>

**Table 13.1**

2. The reassigned time for a chair may be adjusted based on the provisions of paragraph 13.04.B and section 13.07.B.
  3. The reassigned time for chairs for academic year 2023-2024 and thereafter will be negotiated.
  4. A chair will be compensated for performing approved Department Chair Duties (13.03.A-B) that exceed contractually determined reassigned time. To be eligible for such compensation, the additional tasks and hours must be approved in advance by the supervising administrator and VPAA; the chair will be compensated at the base hourly rate. If the duties are not approved, the chair may decline to perform them without prejudice. A Personnel Form and timesheet are required.
  5. The reassigned time for chairs for academic years 2020-21 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).

- 13.07.B.** 2. A coordinator will be compensated for performing approved Coordinator Duties (13.03.B-C) that exceed contractually determined reassigned time. To be eligible for such compensation, the additional tasks and hours must be approved in advance by the supervising administrator and VPAA; the coordinator will be compensated at the base hourly rate. If the duties are not approved, the coordinator may decline to perform them without prejudice. A Personnel Action Form and time sheet are required.
3. 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.
4. During AY 2018-19, the District and AFA will gather CTE coordinator workload data to inform future negotiations about fair and reasonable time for CTE coordinators. CTE coordinators will keep a weekly log citing specific CTE coordinator tasks and the number of hours spent on each task from August 17, 2018 to May 26, 2019. CTE coordinators will forward to the District and AFA the complete fall log by December 31, 2018 and the spring log by June 1, 2019.
- 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 associate, 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. 3. 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 give the chair 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.