

Article 13: Department Chairs and Coordinators

13.01 DEFINED AS FACULTY: AFA and the District agree that faculty members serving as department chairs are classified as faculty for the purposes of collective bargaining.

13.02 RESPONSIBILITY TO FACULTY AND TO SUPERVISING

ADMINISTRATORS: AFA and the District agree that faculty members serving as department chairs have responsibilities both to the faculty who elect them and to the supervising administrators to whom they report. Their position requires them not only to represent faculty concerns and opinions about the academic program but to work in cooperation with their supervising administrator.

13.03 ELECTION OF DEPARTMENT CHAIR

- A. **Eligibility, Approval and Term of Office:** Department chairs serve at the pleasure of the department members who regularly elect them, subject, as with any faculty assignment, to the approval of the Board of Trustees. All faculty members who will be regular faculty in the fall of their first term of service as a department chair, or are adjunct faculty identified in [Appendix 1](#), paragraph 1.03, are eligible to be considered. The term of office is three (3) years.
- B. **Nomination Procedures:** Each department will submit written procedures to the Vice President of Academic Affairs in order to provide adequate time to solicit nominations and complete elections in a timely manner. These procedures will include:
 - 1. How and when department chairs nominations will be made in the department, and
 - 2. How departmental communication about this procedure to all those eligible to vote will be handled.
- C. **Election Procedures:** Elections will take place by the second Tuesday in November for the term to begin the next July 1. All faculty members with a calculated load of 40 percent or more in the department in that semester are eligible to vote. The department will conduct the election by paper ballot and the supervising administrator will certify the results.
- D. **Appointment in Lieu of Election of Department Chair:** In the event that there are no candidates for the office of department chair, the department forfeits the right to choose a chair. In that case, the appropriate vice president may, at his/her discretion, appoint one of the following to fill the post:
 - 1. A consenting probationary faculty member from the department, or
 - 2. A consenting faculty member from a different department, or
 - 3. An administrator.
- E. **Election Procedures following Removal or Recall of Chair.** Once a department chair has been recalled or removed (see section 13.05), the provisions in paragraphs 13.03.A through D will apply to the election or appointment of a new chair.

13.04 EVALUATION OF DEPARTMENT CHAIR

- A. **Evaluation by Department Faculty:** Department chairs will be formally evaluated in Years 1 and 2 of the three-year term by all faculty assigned to the department that semester. In consultation with the chairs, the instructional deans will design a "Department Chair Evaluation Instrument," and the Office of Academic Affairs will furnish the evaluation instrument to the department members. The items on the form will reflect the job duties as outlined in [Article 17: Job Descriptions](#), section 17.03: Duties: Department Chair. The chair and the supervising administrator may agree to send the form to others as appropriate (classified staff, designated administrators, advisory committee members, etc.).
- B. **Evaluation by Supervising Administrator:** The supervising administrator will provide a written evaluation of the chair's performance in evaluation, scheduling, hiring, budgeting, and other chair-related duties before the end of the spring semester. The supervising administrator will base the written evaluation primarily on the data from the returned faculty evaluation forms and will include an analysis of the data in addition to his/her own reflections.
- C. **Discussion of Evaluation:** The supervising administrator must meet with the chair to discuss both the faculty evaluations and the supervising administrator's evaluation statement. The supervising administrator must include suggestions for improvement, even for chairs demonstrating superior performance, and specific suggestions for change, in the case of critical statements.

13.05 REMOVAL OF CHAIR

- A. **Faculty Recall Election Procedures.** At a scheduled department meeting, a majority vote of department members present may trigger a recall election. All faculty members with a calculated load of 40 percent or more in the department in that semester are eligible to vote in the recall. The department will conduct the recall election by paper ballot, and the supervising administrator will certify the results.
- B. **Administrative Recall/Removal Options:** The supervising administrator may conclude on the basis of the faculty evaluation material, his/her own evaluation, or both, that the chair should no longer serve. Under these circumstances the supervising administrator has these options:
 - 1. Request the chair to resign and call for a department chair election, with the current chair eligible to run.
 - 2. Recommend removal of the chair through the Vice President of Academic Affairs to the Superintendent/President or his/her designee, with notice given to the department. If the Superintendent/President concurs with the supervising administrator's recommendation, and no department faculty members (excluding the chair) submit an appeal to the Superintendent/President within ten (10) days of the receipt of the recommendation, the District may remove the chair effective immediately or at the end of that semester.
 - 3. If a majority of the voting-eligible members of the department submit a written appeal to the supervising administrator's decision, the Superintendent/President must convene a meeting of the department to discuss the matter. The chair and the supervising administrator have a right to make a statement at the meeting, but the department may otherwise exclude them. Following the meeting, the Superintendent/President or Vice President of Academic Affairs may choose to remove the chair or not.

13.06 DEPARTMENT CHAIR REASSIGNED TIME

- A. **Formula:** Using the most recent data available, the District, in consultation with AFA, will calculate the reassignment for department chairs. The historic formula in operation during 1996-97 will remain in effect with the following changes:
1. The modifier for the FTE factor will be changed to reflect a value that takes into consideration the number of adjunct faculty.
 2. Factor 6 will reflect work of the department chair in dealing with advisory committees.
- B. **Contract Year Reassigned Time**
1. The minimum amount of reassigned time for any department chair is 25 percent.
 2. The maximum amount of reassigned time for any department chair is 80 percent.
 3. Effective July 1, 1997, the total additional amount to be assigned to this portion of the Contract will be Forty-four Thousand Dollars (\$44,000). For purposes of calculations, AFA and the District agree to use the sum of Twenty-five Thousand Dollars (\$25,000) as the cost of replacement for one (1) FTE of reassigned time. The total amount to be added to this category will be split between academic year reassigned time and work outside the academic year. (See paragraph 13.07.B below.)
- C. **Delegation of Duties:** With approval of the Vice President of Academic Affairs, the department chair may designate another regular faculty member to perform a specified portion of the department chair duties, and designate a proportionate amount of the reassigned time to that faculty member, thus reducing the amount of reassigned time allocated to the elected department chair.

13.07 DEPARTMENT CHAIR WORK OUTSIDE THE CONTRACT YEAR

- A. **Additional Work:**
1. Work outside the contract year will be paid at the base hourly rate, rather than on a per diem basis. As always, chairs must submit a timesheet. Typically these hours are scheduled in the week prior to the fall semester and are used for department chair training. The scheduled chair training is mandatory for all chairs. The Vice President of Academic Affairs must approve any exceptions.
 2. For 2011-12, AFA and the District agree to forego one (1) of the two (2) department chair training days for a cost-savings of Fourteen Thousand Dollars (\$14,000). The other training day will be paid at the base hourly rate and only for hours worked. (See [Article 17: Job Descriptions](#), paragraph 17.03.B.1.a.)
- B. **Summer Work:** The supervising administrator must give prior approval for department chair duties to be completed during the summer, and chairs must submit a time sheet identifying work completed. It is generally expected that department chairs will execute eligible duties while on District premises. Pay will be at the base hourly rate for the faculty member. There are two (2) categories of tasks that may be included:
1. **General department business:** not to exceed one (1) hour per week for twelve (12) weeks. This would include time to be available for Academic Affairs and general department business that the chair is not able to complete during the academic year, such as writing early fall purchase orders, as well as the sporadic things that the chair needs to accomplish to prepare for the fall semester, such as processing prerequisite challenges.

- 13.07** B. 2. **Summer school administration:** not to exceed 0.5 hours per unit of summer school instruction.
- C. **Other:** Additionally, the chair is available at other times as specified in [Article 17: Job Descriptions](#), section 17.03, Duties: Department Chair.

13.08 JOB DESCRIPTION: See [Article 17: Job Descriptions](#), section 17.03, Duties: Department Chair.

13.09 AD HOC COMMITTEE: Separate from this Contract, an ad hoc committee consisting of department chairs, administrators, and representatives from AFA and the Academic Senate will meet and develop a statement of responsibilities of supervising administrators to department chairs. The statement will include a process for the annual evaluation of the supervising administrators by the chairs. A subcommittee of the department chairs will coordinate the evaluation process and will send the evaluation materials, which will remain confidential, to the Vice President of Academic Affairs.

13.10 DEPARTMENT CHAIRS AND COORDINATORS TASK FORCE

- A. **Purpose:** The District and AFA agree to create a Department Chairs and Coordinators Task Force to consider department chair and coordinator job duties and to propose a system of compensation appropriate to the duties.
- B. **Composition:** The task force will include the following members:
1. Two members from the AFA Negotiating Team;
 2. Two members from the District Negotiating Team;
 3. Two department chairs nominated by the co-chairs of the Department Chair Council and appointed by mutual agreement between AFA and the District; and
 4. One program coordinator appointed by mutual agreement between AFA and the District.