

Article 13: Department Chairs

13.01 DEFINED AS FACULTY: It has been agreed that faculty members serving as Department Chairs are to be 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 are regularly elected by their department members and serve at their pleasure, subject, as with any faculty assignment, to the approval of the Board of Trustees. All faculty 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. Term of office shall be three (3) years.
- B. **Nomination Procedures:** Each Department shall 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 shall include:
1. How and when Department Chair 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 shall take place on the second Tuesday in November for the term to begin the next July 1. All faculty with a calculated load of 40% or more in the department in that semester are eligible to vote. The election shall be by paper ballot, and the results certified by the supervising administrator.
- 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 their 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.

13.04 EVALUATION OF DEPARTMENT CHAIR

- A. **Evaluation by Department Faculty:** Department Chairs shall be formally evaluated in Years 1 and 2 of the three-year term by all faculty assigned to the department that semester. A “Department Chair Evaluation Instrument” designed by the Deans of Instruction in consultation with the Chairs will be furnished to department members by the Office of Academic Affairs. The items on the form shall reflect the job duties as outlined in paragraph 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 shall 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 written evaluation shall be based primarily on the data from the returned faculty evaluation forms and shall include an analysis of them. Additionally, the supervising administrator shall include 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. Suggestions for improvement must be included, even for Chairs demonstrating superior performance. Critical statements must be accompanied by specific suggestions for change.

13.05 REMOVAL OF CHAIR

- A. **Faculty Recall Election Procedures**
 - 1. At a scheduled department meeting, a majority vote of department members present may trigger a recall election. All faculty with a calculated load of 40% or more in the department in that semester are eligible to vote in the recall. The election shall be by paper ballot, and the results certified by the supervising administrator.
 - 2. In the event that there are no faculty candidates for appointment to the position of Department Chair, the provisions of paragraph 13.03.C. shall apply.
- 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 Academic Vice-President to the President or his/her designee, with notice given to the department. If the President concurs with the supervising administrator’s recommendation, and no appeals are received from the department (excluding the Chair) by the President within ten (10) days of the receipt of the recommendation, the Chair may be removed effective immediately or at the end of that semester.

3. If the supervising administrator's decision is appealed in writing by a majority of the voting-eligible members of the department, the 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 may otherwise be excluded. Following the meeting, the President or Vice-President of Academic Affairs may choose to remove the Chair or not.
- C. **No Faculty Candidate:** In the event that there are no faculty candidates for appointment to the position of Department Chair, the provisions of paragraph 13.03.C. shall apply.

13.06 DEPARTMENT CHAIR RE-ASSIGNED TIME

- A. **Formula:** Using the most recent data available, calculate the re-assignment for Department Chairs using the historic formula in operation during 1996-97 shall remain in effect with the following changes:
1. The modifier for the FTE factor shall be changed to reflect a value that takes into consideration the number of adjunct faculty.
 2. Factor 6 shall reflect work of the Department Chair in dealing with Advisory Committees.
- B. **Contract Year Re-Assigned Time**
1. The minimum amount of re-assigned time for any Department Chair is 25%.
 2. The maximum amount of re-assigned time for any Department Chair is 80%.
 3. Effective July 1, 1997, the total additional amount to be assigned to this portion of the Contract shall be \$44,000.00. For purposes of calculations, AFA and the District agree to use the sum of \$25,000.00 as the cost of replacement for one (1) FTE of re-assigned time. The total amount to be added to this category shall be split between academic year re-assigned time and work outside the academic year. (See paragraph 13.07.B below.)
 4. For the 2003-04 academic year reassigned time will be calculated in the Fall for implementation in the Fall to reflect the reduction in number of adjunct faculty and the number of courses offered for the year.
- 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 re-assigned time to that faculty member, thus reducing the amount of re-assigned time allocated to the elected Department Chair.

13.07 DEPARTMENT CHAIR WORK OUTSIDE THE CONTRACT YEAR

- A. **Additional Two Days of Work:** Department Chairs serve and will be paid on a per diem basis for two days of work in addition to the 177-day contract year. Typically these days shall be scheduled in the week prior to the beginning of the Fall semester.

- B. **Summer Work:** For Department Chair duties completed during the Summer, prior approval of the supervising administrator is required and a time sheet identifying work completed must be submitted. It is generally expected that eligible duties will be executed while on District premises. Pay will be at the base hourly rate for the faculty member. There are two categories of tasks that may be included:
1. **General department business:** not to exceed 1 hour per week for 12 weeks. This would include time to be available for Academic Affairs and general department business not able to be completed during the academic year, such as writing early Fall purchase orders, as well as the sporadic things that need to be accomplished to prepare for the Fall semester, such as the processing of prerequisite challenges.
 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 paragraph 17.03, Duties: Department Chair.

13.08 JOB DESCRIPTION: See Article 17: Job Descriptions, paragraph 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 shall meet and develop a statement of responsibilities of supervising administrators to Department Chairs. The statement shall include a process for the annual evaluation of the supervising administrators by the Chairs, to be coordinated by a sub-committee of the Department Chairs. Evaluation materials shall remain confidential and shall be sent to the Vice-President for Academic Affairs.