ORGANIZATION OF CERTIFIED PERSONNEL

1310 General Statement

Responsibility for organization of certificated personnel is delegated to the Superintendent/President by the Board of Trustees subject to their approval.

1311 Department Chairperson

1311.1 Election

Department Chairpersons will be elected by a majority vote of all contract faculty teaching at least 50% in a department. No one can vote in elections in more than one department.

1311.2 Eligibility

Only faculty employed at two-thirds contract or more, teaching 50% or more in the respective department, will be eligible to be elected Department Chairperson.

1311.3 Term of Office

Department Chairpersons terms will be for a two (2) year period. Terms may be repeated.

1311.4 Final Approval

Final approval of an elected Department Chairperson will be granted by the appropriate Administrative Dean, with the concurrence of the Superintendent/President.

1311.5 Chairperson Functions

The Department Chairperson is responsible to the Division Chairperson and the Administrative Dean of Instruction for the timely performance of educational leadership functions related to the department. These functions may be shared among the members of the department.

1311.51 General Administration

a. Coordinates departmental programs within the objectives of the college
b. Recommends teaching and department schedules to the Division Chairperson
c. Conducts and coordinates departmental functions
d. Acts as liaison between department and division chairperson
e. Identifies needs in department faculty office space
f. Recommends purchase of instructional equipment and supplies
g. Supervises the care and storage of department equipment
h. Prepares and administers departmental budget
i. Develops college publications relating to departmental programs
j. Recommends and supervises classified personnel within the department
k. Plans for improved facilities and monitors the proper utilization of space
l. Monitors compliance with college policies within the department
1311.52 Curriculum and Instruction

a. Coordinates the development of appropriate curricula
b. Recommends and develops program goals and objectives
c. Insures that course outlines are updated in accordance with existing policy
d. Evaluates, in consultation with department members, the effectiveness of
   the educational program, including the adequacy on instructional aids
   and resources
e. Monitors existing articulation agreements and assists in the development
   of new articulation agreements with high schools and senior institutions.

1311.53 Faculty Involvement

a. In consultation with other members of the department identifies needs for
   new faculty
b. Participates in the recruiting and interviewing of prospective faculty members
c. Recommends faculty for appointment
d. Orient new faculty to the department and the program
e. Supervises and assists faculty in teaching effectiveness and/or performance
   of duties
f. Participates in the evaluation of faculty members
g. Visits classes and observes teaching practices as deemed necessary
h. Encourages professional growth
i. Identifies and reports to the division chairperson infractions of college policy

1311.54 Student Relations

a. In placement programs, supervises the selection and classification of students
   according to ability
b. In occupational/vocational programs, assists in placing students in
   employment
c. Deals with student complaints according to district policy.

1311.55 Community Relations

a. In occupational/vocational programs, participates in the development
   of program advisory committees
b. Organizes cooperative work experience in departments where appropriate
c. Coordinates official student and faculty off-campus activities
1312 DIVISION COUNCIL

1312.1 Functions

The Division Council is an administrative college committee which acts in an advisory capacity to the Office of Instruction. It is composed of elected Division Chairpersons. Purposes and functions are:

1. Serves as liaison regarding instructional concerns between departments and administration.
2. Communicates and interprets actions of the Division Council to division faculty members.
3. Plans and develops long range instructional goals and objectives of the college.
4. Participates in developing and coordinating the instructional budget.
5. Facilitates the implementation and administration of instructional programs.
6. Develops and reviews college curriculum; evaluates instructional programs.
7. Advises the Office of Instruction concerning proposed instructional policies and procedures.
8. Reviews and develops the College Calendar.
9. Receives, reviews, approves, and disseminates recommendations of Division Council committees.
10. Establishes ad hoc committees as needed.

1312.2 Membership

1312.21 The Division Chairperson will serve on the Division Council.

1312.22 The term of office for Division Chairpersons will be three years. One third of the Division Chairpersons will be elected each year.

1312.23 Two candidates for chairperson from each college division are desired. They will be elected by a majority vote of the departments within the division with each department having an equal vote. The department head shall cast a vote which represents the will of the majority of the members of the department. Division chairpersons may succeed themselves if they receive a 2/3 vote of the respective departments within the division. If 2/3 is not received, a new individual will be elected as division chairperson.

The Chairperson for the Applied Science Division will be the Assistant Dean, Occupational Career Education, and the chairperson for the Health Occupations Division will be the Assistant Dean, Health Technology. They will represent their respective divisions on the Division Council.

It is desirable that the names of two candidates for division chairs be submitted to the Dean of Instruction. Candidates are to be interviewed by the Dean and the Superintendent/President who in turn will make the final selection. Comments concerning the relative strengths of the candidates could be submitted and will be considered.

1312.24 One member of the Council will be elected to:

a. Assist the Dean of Instruction in the preparation of the agenda for the Division Council meetings.
b. Represent the Council at the President's Staff meetings.

c. Chair the Division Council in the absence of the Dean of Instruction.

1312.25 The Dean of Instruction will be a voting member of the Division Council.

1312.26 Advisory members, when needed, of the Council will include:

a. Dean, Student Services  
b. Dean, Continuing Education  
c. Business Manager  
d. President of the Academic Senate

1312.27 The Dean of Instruction will be Chairperson of the Division Council.

1312.3 Division Council Committees

(1) Each committee shall send a copy of its minutes to the chairperson of the Division Council. The minutes shall record individual voting.

(2) The Division Council shall approve, disapprove, or return the recommendations to the committee for further study.

(3) Approved recommendations shall be forwarded by the Division Council chairperson to the Superintendent/President for his/her decision.

(4) Each standing committee shall file an annual report with the Division Council which shall be reported in its minutes.

(5) All actions by committee, Instructional Council, and Superintendent/President shall be reported to all faculty through the Division Council minutes.
### DIVISIONS

#### Business Division
- Business Administration
- Finance, Insurance, Real Estate
- Business Office Education
- Marketing, Management & Supervision

#### Science
- Physics-Engineering
- Biological Sciences
- Chemistry

#### Math, Computer and Earth Sciences
- Math
- Earth Science
- Computer Science

#### Social Science/Foreign Language/Library
- Econ/Geog.
- History
- Philo.
- Pol. Sci.
- Psych.
- Soc/Anthro
- Library
- Spanish
- French
- German/Italian
- Ethnic Studies

#### Applied Sciences
- Administration of Justice
- Automotive Services
- Cosmetology/Work Experience
- Drafting
- Electronics
- Graphics/Photography
- Hotel/Restaurant Management
- Interior Design
- Landscape Horticulture
- Machine Shop/Welding
- Marine Technology
- Nursery School
- Water Science

#### Fine Arts and Communication
- Music
- Theatre Arts
- Art
- Speech

#### Physical Education
- Health
- P.E.
- Recreation
- Athletics

#### Health Technologies
DIVISION CHAIRPERSON FUNCTIONS

1314.1 General Administration

a. Coordinates schedule of classes within the division
b. Provides liaison between the division and the administration
c. Recommends allocation of faculty office space. Assignments of offices is the responsibility of the Instruction Office
d. Coordinates and monitors department budgets and expenditures
e. Monitors and coordinates the use of facilities within the division
f. Leads department in short and long-term planning
g. Serves on Division Council
h. Allocates travel and conference funds within the division
i. Monitors department chairpersons in the division for compliance with college policy

1314.2 Curriculum and Instruction

a. Coordinates and develops division goals and objectives
b. Coordinates and assists department chairperson in evaluating curriculum and programs
c. Coordinates the development of the three year curriculum plan.

1314.3 Faculty/Department Chairperson Involvement

a. Assists department chairpersons and faculty in the division in solving educational problems
b. Identifies and reports to the Dean of Instruction failures to perform contractual responsibilities
c. Encourages professional growth among division members
d. Visits classes, as required, in consultation with faculty member involved, to become more familiar with instruction in the division
e. Monitors divisional representation on committees.

1314.4 Student Relations

a. Serves as appeal channel for student complaints not resolved at the departmental level.
b. Mediates problems between a student and a department chairperson and recommends action.
6.00 LEADERSHIP COMPENSATION

6.01 DEPARTMENTAL COMPENSATION

For the 1982-83 college year, compensation for departmental leadership is assigned on the basis of $140 per FTE faculty plus $20 per teacher assigned to the department as of the fall semester.

Compensation for departmental leadership may be used in any of the following ways:

--to provide hourly released time for the chairperson
--to provide a stipend for the chairperson
--to be distributed among department faculty for leadership or support services provided
--to provide for student worker assistance

6.02 Division Chairperson Compensation

All division chairs will be given 3 TLU’s released time (Health Occupations will be given none) plus $500 per year stipend. An additional $500 stipend will be provided for the three division chairs serving on the College Planning Council.

The Assistant Dean, Occupational Career Education, will serve as Division Chairperson for the Applied Science and Technology Division. She will have no released time or additional stipend. She will be assisted by a faculty member who will receive a $500 stipend.

6.03 Payment of Stipends

In those cases where stipends are paid, they are paid in two installments, one each semester on a supplementary payroll.**

** Payment is made by "B" warrant.
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