ORGANIZATIONAL STRUCTURE OF FACULTY

1310 General Statement

Faculty are assigned to departments according to academic or vocational discipline. Each department is coordinated by a department chair. Related or associated departments are organized into divisions under an area dean.

Responsibility for organizational structure of faculty is delegated to the Superintendent/President by the Board of Trustees subject to their approval.

1311 Department Chair

1311.1 Eligibility

Faculty employed on a two-thirds contract or more, with a 50% load or more in the respective department, shall be eligible to be elected Department Chair. Exceptions to the 50% requirement must be approved by the Executive Vice President, Educational Programs.

1311.2 Election

Department Chair will be elected by a majority vote of all tenure track faculty with at least a 50% load in a department.

In departments with split-load tenure track faculty, exceptions to the 50% requirement shall be approved by the Executive Vice President, Educational Programs.

Departments desiring to split the department chair responsibilities may elect two faculty members as co-chairs. In consultation with the appropriate Dean, responsibilities and compensation of each co-chair shall be clearly delineated, including the designation of one co-chair as the liaison to the Office of Educational Programs.

The department chair-elect’s name shall be forwarded by the department to the appropriate Dean. In case of a tie vote by the department faculty, the Executive Vice President, Educational Programs shall make the appointment.

1311.3 Term of Office

Department Chair terms shall be for two (2) years. Exceptions to the length of term must be approved by the Executive Vice President, Educational Programs. Terms may be repeated.

1311.4 Final Approval

Final approval of an elected Department Chair shall be granted by the Executive Vice President, Educational Programs with concurrence of the Superintendent/President.

1311.5 Department Chair Responsibilities

The Department Chair is responsible to the Division Dean and the Executive Vice President, Educational Programs for the timely
performance of educational leadership functions related to the department. These responsibilities 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 department faculty schedules to the division dean;
c. Conducts and coordinates departmental functions;
d. Serves as liaison between department and division dean;
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. Ensures 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 of 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 and/or job performance as necessary;
h. Encourages professional growth of departmental members;
i. Identifies and reports to the division dean infractions of college policy;

1311.54 Student Relations
a. In occupational/vocational programs, assists in placing students in employment.
b. 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.

Department Chairs represent a fundamental element of shared governance.

Department Chairs are tenure-track faculty who provide academic and organizational leadership to their respective departments and colleagues. The Department Chair serves as liaison to the Division Dean and the EVP for Educational Programs with regard to academic, curricular, professional, and operational business of the department. The Department Chair is also responsible to the administration for providing oversight of department activities and operations with regard to district policies, priorities, and needs.

Department Chairs are elected by their department tenure-track colleagues and serve at their pleasure, subject to confirmation by the EVP for Educational Programs. Should the EVP for Educational Programs choose not to confirm the election of a faculty member as Department Chair, he/she shall provide the elected faculty member and the department tenure-track faculty with a written statement of the reasons for not confirming the election.

Department Chairs shall be elected in accordance with the District Policy 1311.

Responsibilities:

Recruitment and Recommendation of Department Personnel

1. Prepare and submit department requests for new and replacement faculty and classified staff positions.

2. In consultation with HRLA, develop position-specific job descriptions and announcements.

3. Coordinate screening committees for recruiting and interviewing prospective contract faculty and department classified positions.
4. Recommend the appointment of adjunct faculty.

5. Recommend the appointment of short-term hourly staff.

6. Approve the assignment of college work-study students and hourly student workers. Approve submitted timesheets.

7. Evaluate the credentials of each prospective faculty member with respect to meeting the Minimum Qualification (MQs) or Equivalency requirements to teach the course(s) to which they would be assigned.

8. Complete required HRLA employment forms for new faculty and staff.

9. Provide for departmental orientation of new contract and adjunct faculty as well as new classified and hourly staff.

10. Approve substitute teachers when needed.

Faculty and Staff Evaluations

1. Coordinate the formation of the evaluation committees for probationary and temporary contract faculty; monitor the evaluation process and adherence to the faculty evaluation policies and procedures.

2. Coordinate the evaluation of adjunct instructors.

3. Complete Department Chair Checklist for each faculty evaluation.

4. Evaluate classified staff that report to the Department Chair.

Scheduling and Catalog

1. In consultation with department faculty, identify courses and/or services to be offered and schedule classes or program coverage.

2. In consultation with department faculty, assign faculty to classes. For Educational Support Chairs, coordinate and assign responsibilities. Verify that assigned loads conform to District Policies.

3. In consultation with the Scheduling Office, assign and/or request needed classrooms.

4. Verify accuracy of course information for all classes to be listed in each class schedule.

5. Review galleys for class schedules.
6. Verify accuracy of instructor load reports.

7. In consultation with the division dean, add and/or cancel classes.

8. Work with college Marketing Director to promote department offerings as needed.

9. Review and update catalog copy to verify the accuracy of department information.

10. Report changes in teaching assignments to the Scheduling Office.

**Curriculum and Program Development**

1. Provide leadership for ongoing curriculum review and updating.

2. In consultation with department faculty and other departments as needed, identify courses and programs to be developed and/or modified.

3. Review and approve proposals to the Curriculum Advisory Committee (CAC) for new programs, courses and/or course or program modifications.

4. Work with college Articulation Officer to review, update, and initiate new articulation agreements.

5. Respond to student requests for curriculum waivers and/or substitutions.

**Department Leadership**

1. Convene and chair department meetings on a regular basis.

2. Coordinate, communicate, and implement departmental policies and procedures.

3. Represent the department at division and department chair meetings.

4. Serve as the liaison between the department and the division dean.

5. Coordinate the preparation of the department program review:
   - Solicit input from members of the department.
   - Develop, report, and submit to department faculty for approval.
   - Meet with the division dean and Executive Vice President to discuss the department's program review report and identify objectives and resource needs.
• Report outcomes to department members.

6. Provide oversight and coordination of department activities/initiatives.

7. Encourage faculty compliance with district policies and procedures (e.g. drop rosters, textbook orders, grade reports, etc.)

8. Respond to student, faculty, staff, and community member complaints and/or grievances.

9. As applicable, form and schedule advisory committees:
   • Identify members.
   • Develop agendas.
   • Participate in meetings.
   • Produce minutes when required by Education Code to do so.

10. Conduct regularly scheduled Department Chair elections per District Policy 1311.

11. As applicable, work with department members to comply with special accreditation and licensing requirements.

12. Participate in Department Chair training as needed.

Student and Community Relations

1. Provide leadership in advising students in the major or program.

2. In consultation with the department faculty, recommend students for departmental scholarships and awards.

3. Coordinate outreach and other public activities with community, as appropriate.

Budget and Resources

1. In consultation with the department faculty and staff, identify and prioritize department resource needs and expenditures.

2. Review and act upon all leave requests (including Sabbatical Leave and Study Abroad) and develop a plan for replacements.

3. Submit department resource requests for:
   • New and replacement equipment
   • Technology
   • Repairs
4. Plan and monitor department budgets with respect to:
   - Supplies
   - Equipment
   - Printing and duplicating
   - Overtime
   - Short-term hourly staff and student worker budgets
   - Auxiliary accounts
   - Travel and conference

Facilities

1. Review and act upon facility use requests submitted through Community Services or received directly.

2. Facilitate ongoing maintenance, improvements, and repairs to departmental facilities. Report all other maintenance and improvement needs to area dean.

3. Coordinate use of department facilities.

4. In consultation with the department and dean, develop long range capital outlay projects and maintenance plans.

APPROVED ACADEMIC SENATE 3-28-07

1311.6 Administrative Appointments

There are certain faculty positions which have significant administrative duties. They do not follow the process of Department Chair selection, but are positions filled by appointment by the Executive Vice President, Educational Programs, with the concurrence of the Superintendent/resident. Positions in this category are as follows:

   Athletic Director
   Director, School of Culinary Arts/Hotel Mgt
   DSPS Director

Section 1311.6: Approved by the Board of Trustees, August 25, 1988
Policy revised by Board of Trustees, November 7, 1991
BP 1300  ORGANIZATIONAL STRUCTURE OF FACULTY

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6. Approve the assignment of college work-study students and hourly student workers. Approve submitted timesheets.

7. Evaluate the credentials of each prospective faculty member with respect to meeting the Minimum Qualification (MQs) or Equivalency requirements to teach the course(s) to which they would be assigned.

8. Complete required HRLA employment forms for new faculty and staff.

9. Provide for departmental orientation of new contract and adjunct faculty as well as new classified and hourly staff.

10. Approve substitute teachers when needed.

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1. Coordinate the formation of the evaluation committees for probationary and temporary contract faculty; monitor the evaluation process and adherence to the faculty evaluation policies and procedures.

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6. Verify accuracy of instructor load reports.

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5. Respond to student requests for curriculum waivers and/or substitutions.

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2. Review and act upon all leave requests (including Sabbatical Leave and Study Abroad) and develop a plan for replacements.

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   - Technology
   - Repairs
   - Special needs

4. Plan and monitor department budgets with respect to:
   - Supplies
   - Equipment
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   - Overtime
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3. Coordinate use of department facilities.

4. In consultation with the department and dean, develop long range capital outlay projects and maintenance plans.

Approved Academic Senate 3-28-07
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4. Serve as the liaison between the department and the division dean.

5. Coordinate the preparation of the department program review:
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   - Develop, report, and submit to department faculty for approval.
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9. As applicable, form and schedule advisory committees:
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   - Develop agendas.
   - Participate in meetings.
   - Produce minutes when required by Education Code to do so.

10. Conduct regularly scheduled Department Chair elections per District Policy 1311.

11. As applicable, work with department members to comply with special accreditation and licensing requirements.

12. Participate in Department Chair training as needed.

Student and Community Relations

1. Provide leadership in advising students in the major or program.
1320 Department Chair/Academic Senate Compensation

1320.1 Department Chair Compensation

Compensation for department chairs is based on a formula allocation agreed to by the Instructors' Association and the District (see IA Agreement, Section 2.14).

1320.2 Academic Senate Compensation

Academic Senate leadership compensation is determined through agreement between the Instructors' Association and the District (see IA Agreement, Section 2.14).

Revisions approved by Board of Trustees, August 17, 2000