FACULTY/ED ADMIN 1300- ORGANIZATIONAL STRUCTURE

1300 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 junior 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.

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 of HRC Program

DSPS Director

Section 1311.6: Approved by the Board of Trustees, August 25, 1988

Policy revised by Board of Trustees, November 7, 1991