

## Article 5 (continued)

### 2. **Curriculum and Programs**

- a. Encourage and support curriculum development and innovation.
- b. Coordinate the preparation and review of new course outlines and catalog information.
- c. Implement the curriculum review/renewal process.
- d. Implement and participate in the program review process.
- e. Develop area schedule of courses and staff assignments to meet student needs, with input from all area faculty.
- f. Participate in the articulation of area curricula with transfer institutions, high schools, and employers including Tech Prep agreements.
- g. Participate in the development of the Educational Master Plan in collaboration with the faculty within the area of responsibility and the Administration.
- h. Monitor student enrollments and program effectiveness. Recommend and implement appropriate measures as needed.

### 3. **Personnel**

- a. Participate in recruiting and selection processes of area full and part-time faculty and classified personnel.
- b. Coordinate department or division orientation of new area faculty and classified staff.
- c. Participate in faculty evaluations in accordance with this contract.
- d. Coordinate the evaluation of adjunct faculty.
- e. Participate in the evaluation of the supervising administrator.
- f. Participate in the evaluation of classified personnel as appropriate.
- g. Participate in the resolution of conflicts between faculty, staff, and students in the areas as described in Board Policy.

### 4. **Fiscal**

- a. Collaboratively develop annual area budget and expenditure recommendations with input encouraged from all area faculty members.