

## ARTICLE FIVE—FACULTY AREA CHAIRS AND FACULTY DIRECTORS

### Faculty Area Chairs

#### A. Selection of Chair

1. Chair terms are two (2) years.
2. When the term of a Chair is about to expire or the position becomes vacant, the Academic Senate will conduct an election within the area to select the nominee(s) for the position as follows:
  - a. The Senate will send a list of responsibilities and compensation of Chairs to all members of the area together with a request for nominations of tenured faculty within the area. The Association will consider exceptions to the tenure requirement on a case-by-case basis.
  - b. Ballots will permit each member of the area to select a first-place candidate and a second-place candidate. The Senate will send the tally showing the first and second choices of the area to the President.
  - c. The College President or designee shall interview the candidate(s) receiving the highest number of votes and make the final selection or reopen the process. All candidates being interviewed for a specific chair position shall be interviewed by the same administrator.

#### B. Removal of Chair

1. **Initiated by the Area:** At any time during the Chair's term, one-third of the members of the area may petition the Academic Senate for a vote to recall the Chair. If at least two-thirds (2/3) of those voting in the recall election vote to recall, the College President will declare the position vacant and a Chair will be selected in accordance with procedures set forth in **Article 5.A.2**. In the interim, the College President may appoint an educational administrator to fulfill the chair's duties for a period not to exceed forty-five calendar days, unless extended by the Association. Following such actions the Chair shall be reassigned, in accordance with **Article Eight** of this agreement.
2. **Initiated by the College President:** The College President may remove a Chair after convening a special meeting in order to consult with members of the area before taking final action. In such an event, the College President shall provide notice to the person and area at least ten days prior to such removal. The Chair shall be provided reasons in writing for such actions. Following such actions the Chair shall be reassigned, in accordance with **Article Eight** of this agreement. After such removal, the area shall hold a new election. In the interim, the College President may appoint an educational administrator to fulfill the faculty chair's duties for a period not to exceed forty-five calendar days, unless the Association approves an extension.

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C. **Vacancy**

1. When a Chair is vacated, the individual vacating that position relinquishes responsibilities and compensation related to that position. The vacancy will be filled in accordance with this **Article, 5.A.2.**
2. In the interim, the College President may appoint an educational administrator to fulfill the faculty Chair's duties for a period not to exceed forty-five calendar days, unless the Association approves an extension in consultation with the President or designee.

D. **Core Duties and Responsibilities of KCCD Faculty Chairs**

1. **Leadership**

- a. Serve as primary communicator/spokesperson for the area of responsibility.
- b. Conduct regularly scheduled meetings, at least twice a semester and special meetings as necessary, for the area of responsibility to ensure communication, discussion, and consensual decision-making.
- c. Ensure area representation at appropriate college committees as defined by the established campus participatory governance procedures.
- d. Encourage area faculty and classified staff participation in college governance.
- e. Maintain cooperative and productive working relationships within the areas and with campus support services and other instructional areas.
- f. In collaboration with area faculty, identify student needs and recommend strategies for meeting identified needs.
- g. Support and represent equitably the disciplines and sub-disciplines within the area of responsibility.
- h. Faculty chairs will not be reassigned 100% from their service areas. They will continue to teach, counsel, or serve as a librarian, as appropriate.
- i. Facilitate open and shared communication and collaboration among faculty, staff, and program areas.
- j. Develop, in collaboration with area faculty, rules, regulations, and procedures for the operation of the area in accordance with the terms of the contract and Board policy.

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- k. Encourage area participation in grant, special project, and categorical activities, where appropriate.

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.

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### 4. **Fiscal**

- a. Collaboratively develop annual area budget and expenditure recommendations with input encouraged from all area faculty members.
- b. Manage area budget.
- c. Advocate for the area in the development of the college budget.

### 5. **Administrative**

- a. Work with the Public Information Officer or other appropriate entity to develop publications to promote instructional and student services programs.
- b. Ensure, where applicable, that advisory committees are formed, convened, and have appropriate community and faculty representation.
- c. Monitor operations and physical resources. Recommend and implement appropriate measures as needed.
- d. Oversee inventory and equipment lists as appropriate.
- e. Meet regularly prescribed timelines for faculty chair duties.

## E. **Evaluation of Faculty Chairs**

1. Faculty chairs will be evaluated on the duties listed in this article by faculty and staff in the area and the educational administrator.
2. This process shall be completed by February 15 in the second year of each chair term.
3. Faculty chair evaluation forms are found in **Article 5, Appendix B**.
4. The results of the evaluation shall be shared with the Faculty chair.
5. Faculty chair evaluation results shall be maintained in the official District personnel file, but shall not be part of the Mode A, B, or C faculty evaluation process.

## F. **Compensation for Faculty Chairs**

### 1. **Formula for faculty chair reassigned time and extra days**

- a. Faculty chair reassigned time is assigned every July 1, based upon the total teaching faculty FTEF in the Chair's area, including full-time equivalent adjunct faculty.

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- b. Reassigned time will be recalculated before March 1 each year adding the previous calendar year's spring, summer, and fall FTEF and dividing by two (2). For any department or division undergoing reorganization, reassigned time will be calculated within a reasonable time after the reorganization has been approved by the Academic Senate and the Association. (See the table below for an example).

<b>FTEF Determination</b>			
<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Full Year</b>
10.3256	1.4370	9.8984	<b>10.8305</b>

- c. The following table is used for reassigned time distribution.

	<b>FTEF</b>	<b>Reassigned FTE</b>
Reassigned Time	up to 3	0
	>3 to 10	0.2
	>10 to 13	0.3
	>13 to 17	0.4
	>17 to 22	0.5
	>22 to 28	0.6
	>28	0.7

- d. Extra Days

- 1) Each faculty chair is assigned a base of ten (10) extra days and paid on the one-hundred-eighty-five-day (185-day) faculty schedule including one (1) day for each summer FTEF which is paid on the per diem rate [For instance in the example above the faculty member would receive ten (10) base days + one (1) days for the summer FTEF totaling eleven (11) days]
- 2) Extra duty days beyond the one-hundred-eighty-five-day (185-day) base will be paid at the per diem rate which is calculated at the one-hundred-seventy-five-day (175-day) annual salary divided by one hundred seventy-five (175). These days will be assigned annually based upon the employee's contract. The schedule of extra duty days beyond the one hundred seventy-five (175) contract days shall be determined by the supervising educational administrator in consultation with the faculty chair.

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- 3) Extra days will be calendared in consultation with the educational administrator.
- 4) Chair training will be incorporated into the base days.
- e. See **Appendix A** for chair release time and extra days for the 2011-2012 academic year. This will be updated annually, according to **Article 5.F.1.**
2. The **Appendix** will include the area chair's reassigned time and days, and will be updated yearly.

### **G. Non-Compensated Faculty Chairs**

1. Areas that have faculty chairs that do not receive reassigned time or extra duty days are not listed.
2. The Senates may establish and run elections for non-compensated participatory chairs for those areas not represented by a compensated chair.

### **H. Faculty Director Definition**

Faculty directors are faculty hired or assigned to direct specific programs or activities, they are not elected. This section and the accompanying evaluation are intended for directors of programs funded through unrestricted and some restricted funding programs, but not intended for directors of grants or temporarily funded positions. Faculty directors have very different job assignments with differing levels of responsibility and lists of duties. Faculty directors are often assigned extra days or reassigned time to enable them to fulfill their duties; these extra days are paid at the per diem rate.

### **I. Core Duties and Responsibilities**

Directors may be responsible for only some of the following duties depending upon their job description and area of responsibility. The director and educational administrator shall meet at the beginning of the evaluation year to determine which of the following duties are appropriate to the written job description.

1. Leadership
  - a. Serve as primary communicator/spokesperson for the area of responsibility.
  - b. Encourage area faculty and staff participation in college governance.
  - c. Maintain cooperative and productive working relationships within the campus and community.

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- d. In collaboration with area faculty and community partnerships, identify student and area needs, and recommend strategies for meeting identified needs.
  - e. Develop, in collaboration with area faculty and staff, rules, regulations, and procedures for the operation of the area in accordance with the terms of the contract, Board policy, and external regulatory agencies.
  - f. Encourage area participation in grant, special project, and categorical activities, where appropriate.
  - g. Conducts meetings for the area of responsibility as appropriate.
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 and staff 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 staff.
  - b. Coordinate department or division orientation of new area faculty and 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.

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- f. Participate in the evaluation of staff as appropriate.
  - g. Participate in the resolution of conflicts between faculty, staff, and students in the areas where there are no department/division chairs, as described in Board Policy.
4. Fiscal
- a. Collaboratively develop annual area budget and expenditure recommendations with input encouraged from all area faculty members.
  - b. Manage area budget.
  - c. Advocate for the area in the development of the college budget.
  - d. Advocate for funding from external agencies, where appropriate.
5. Administrative
- a. Work with the Public Information Officer or other appropriate entity to develop publications to promote instructional and student services programs.
  - b. Ensure, where applicable, that advisory committees are formed, convened, and have appropriate community and college representation.
  - c. Monitor operations and physical resources. Recommend and implement appropriate measures as needed.
  - d. Oversee inventory and equipment lists as appropriate.
  - e. Meet regularly prescribed timelines for faculty director duties.
  - f. Meet prescribed timelines for reports to external agencies.