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 due to expire the Academic Senate will conduct an election to select a nominee by the end of the Fall semester 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 full-time 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. An election will be held and the names and tally of the top two vote-getters will be sent 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.

3. When the position of Chair becomes vacant between elections the Academic Senate will conduct an election to select the nominee(s) within the area, following the procedures as outlined in 2.a., 2.b., and 2.c. above to fulfill the term.

B. Removal of Chair

1. **Initiated by the Area**: At any time during the Chair's term, one-third of the full-time 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 full-time members 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.

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.

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    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.

    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 with early input from all area faculty and early collaboration with administration to identify and meet student needs. Collaboration should include the consideration of such elements as the long-term schedule, program pathways, demonstrated enrollment trends, and community and industry needs. Collaborate in addressing any schedule adjustments made after the schedule is submitted.

    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.

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 (full-time and part-time) and staff in the area and the educational administrator.

2. This process shall be completed during the Spring semester of the first year of each Chair term.

3. **Faculty chair evaluation form** is found on District's portal under "Employee Forms" tab.

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.