

Article 5 FACULTY AREA CHAIRS AND FACULTY DIRECTORS (continued)

- 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.