**ARTICLE 14 — DEPARTMENT CHAIR and PROGRAM LEAD INSTRUCTOR TA 2/17/15**

**Section 1 Selection**

Selection procedures shall be in accordance with Appendix F. Newly elected department chairs who are serving for the first time will attend an orientation program during the Spring quarter of election, jointly presented by the parties to this agreement and focused on common chair duties and responsi­bilities. The Joint Executive Committee will review content prior to presentation.

**Section 2 Duties/Responsibilities**

The department chair shall assist in providing quality education to students by representing all the academic employees in the department and assisting the administration as per this section and consistent with the duties and responsibilities outlined below. The functions of the department chair are advisory in nature and nothing in this article shall confer or imply administrative authority to such employees. Performance of these duties is not restricted to the academic year and the department chair has wide discretion to determine when duties will be performed, subject to the needs of the department, direction of the appropriate administrator, and/or standard college process timelines.

**a.** The department chair shall coordinate the activities of the department and assist in integrating the work of the department with that of the rest of the college so that the department contributes significantly to the total educational program of the college. These may include, but is not limited to, the following responsibilities:

**1. Scheduling:** coordinate the schedules submitted by the department members and develop a proposed schedule for the department; review the proposed schedule with department members and with the appropriate administrator; submit final schedule to the appropriate administrator for review and approval; assist in coordinating class schedules with other departments for support classes; inform the department of any revisions to the schedule prior to publication; upon request of the appropriate administrator, alert the appropriate administrator, by not later than ten (10) working days prior to the end of the preceding quarter, of any academic member who is proposed for assignment at 150% normal load or greater. For department chairs, notice will be provided at more than 133% load. This alert in no way amends rights outlined in Article 4(5) nor implies a defacto 150% maximum assignment limit.

**2.** Budget/Planning: Coordinate budget/planning information and input from department members as part of the on-going departmental budget development and planning processes; disseminate information provided by the appropriate administrator. Upon request, provide information/recommendations about budgetary matters. Recommend to the responsible budget authority on matters requiring that authority’s approval. Department chairs should have access to departmental budget information. ~~: coordinate gathering and communication of; disseminate information provided by the appropriate administrator regarding on-going budget maintenance to departmental faculty.~~

**3.** Adjunct Faculty: as part of the scheduling process, coordinate the employment of adjunct and hourly academic employees; facilitate the evaluation of adjunct and hourly academic employees~~, to include observation, student evaluation, and performance appraisal as appropriate,~~ per Article 25(9). Will coordinate with and advise the responsible administrator regarding adjunct/part-time hourly employment actions (i.e. hiring, supervising, firing, approving leave and evaluating).

**4. Equipment:** assist the appropriate administrator in establishing and maintaining a department equipment replacement schedule~~, when appropriate~~.

**5. Meetings:** call and conduct a minimum of two (2) departmental meetings per quarter; communicate the dates in advance to the appropriate administrator and department members; attend meetings as scheduled by the appropriate administrator; and request additional meetings as the need arises.

**6.** Textbooks: Coordinate with the appropriate administrator, per Article 3(1) ~~coordinate~~ the ordering of ~~all~~ textbooks used for unassigned sections of courses taught within the department.

**7.** Educational Integrity: facilitates departmental efforts to appraise and maintain instructional integrity, such as ~~provide~~ ongoing evaluation of the department’s offerings and remain informed of programs within the department; stay familiar, where appropriate, with advisory committee issues through either meeting attendance, committee minutes review or other means; facilitate departmental ~~faculty~~ academic employees in establishing and maintaining realistic educational standards; maintain course content guides for courses offered in the department; become involved in curriculum evaluation and revision; ~~seek student opinion concerning the department;~~ monitor pre-requisites to ensure proper placement and consider related student appeals.

**8.** Student Issues: Serve as the ~~first line of~~ next step in appeal (after the student has met with the academic employee) for resolving ~~conflicts~~  concerns between students and ~~faculty~~ academic employees; where appropriate, refer the student to the academic employee to discuss instructional complaints/issues; refer ~~complaints~~ concerns to the ~~dean~~ appropriate administrator when, in the chair’s best judgment, it is appropriate to do so (see Article 3 (24a) ~~11(3a6)~~)~~;~~ advise students regarding the appropriate venue/process for complaints involving harassment, discrimination and/or similar complaints (per HR requirements).

**9. Program Coordination:** consider and evaluate off-campus credit for transfer courses which parallel courses within their departments, course substitution, coordinate articulation agreements, and communicate chair-to-chair between campuses; ~~coordinate on-the-job college schedules.~~

**10. Information Dissemination:** promptly disseminate information, including ~~faculty~~ academic employee development opportunities, received from administration to all members of the department.

**11.** Department Representation: serve as a point of contact for administration on department-related issues, develop, write and submit information regarding department-related issues including affiliated stipends, rewards and awards, position allocation, impacts of granted sabbaticals, outcomes funding and related matters ~~issues.~~

b. Substantive changes or additional responsibilities assigned to department chairs (beyond those in Section 2(a)) that apply district-wide will be brought to joint executive committee for discussion regarding compensation/assignment. When substantive changes or additional responsibilities occur in a specific department that are not applicable across the district, the appropriate administrator and department chair will meet to discuss per Section 3 below. When no agreement can be reached regarding duties and stipends, such cases will be referred to the joint executive committee.

**Section 3 Stipend**

Department chairpersons will be paid an annual stipend according to the department chair stipend schedule. Assignments beyond those reasonably related to the duties/responsibilities outlined in Section 2, including department coordination duties required by new initiatives or projects, may be compensated separately under Article 19(10) or 25(6c).

1. The base pay is ~~$1,500~~ $1750 annually. In addition to this base, department chairs will receive ~~$450~~ $475 for each full-time equivalent faculty (FTEF) member assigned to his/her department. The FTEF count will include the following:
   1. Each full-time academic employee within the department (except the department chair him/ herself),
   2. Each adjunct academic employee within the department,
   3. Full-time academic employees (including the department chair) teaching courses within the department on supplemental contracts ~~taught within the department by full-time academic employees (including the department chair him/herself)~~, and
   4. If not already accounted for in the above, academic employees teaching courses that may be offered by an outside entity (such as WAOL) with which CCS has an agreement; ~~Distance education courses generated within the department.~~
   5. One FTEF equivalent will be included into the calculation for two (2) or more State required Program Advisory Committees within the department.

The department chair stipend is compensation for additional responsibilities and duties that exceed those identified as professional responsibilities in Article 4(4) and all time necessary to perform the department chair activities listed above in Section 2(a). Department Chair stipends are capped at a maximum of ~~$10,000~~ $13,000 for departments ~~under~~ 25 and under FTEF and at ~~$11,000~~ $16,000 for departments over 25 FTEF.

With mutual agreement of the appropriate administrator and department chair, the stipend may be used to purchase up to one-third release time at 50% of the adjunct replacement cost. Department chairs may purchase additional release time at the full cost of adjunct replacement. All reassigned time for department chairs, if authorized, will be pursuant to Article IV.

Department FTEF, calculated in Fall quarter and comprised of an average of the preceding Winter, Spring and current Fall quarters, the department chair will receive release on the following schedule:

FTEF greater than/equal to 19.5 = 44.44% release from annual contact hours responsibilities.

FTEF between 13.5 to 19.4 = 33.33% release from annual contact hours responsibilities.

FTEF between 10.5 and 13.4 = 11.11% release from annual contact hours responsibilities.

A department chair is an academic employee and must meet his/her professional responsibilities as listed in Article 4(4) and the chair responsibilities described in Article 14(2). Supplemental contracts shall be considered consistent with the terms of Section 2(a1) above and Article 4(5c). Department needs must be met first when assigning supplemental contracts.

For purposes of determining the department stipend, the average annual full-time equivalent faculty in the department shall be based on the actual average full-time equivalent annually contracted, exclud­ing the department chair, and adjunct and hourly academic employees in the department with state-supported assignments (including ~~distance~~ eLearning education as defined in Article 5). These criteria apply to the current regular academic quarter as of the tenth (10th) day of the quarter. Such calculations shall be based on adjunct ~~faculty~~ academic employees not otherwise annually contracted. The department chair stipend will be paid with the regular semi-monthly payroll.

**Section 4 Meeting with Administrators During the Academic Year**

Department chairs shall meet quarterly with the appropriate vice president. A calendar shall be de­veloped at the beginning of the school year which will provide the dates of these quarterly meetings. Meetings with the appropriate administrator and the department chairs of each division will be held monthly. Meetings between the department chair(s) and CCS administrator(s) may be requested by either department chair(s) or an administrator(s) as the need arises. Every effort will be made by the appropriate administrator(s) to promptly disseminate pertinent information to department chairs.

**Section 5 Department Size**

Departments may not be divided nor combined without prior review and discussion with the academic employees in the department(s) affected.

**Section 6 Assigning Academic Employees to a Department**

Excluding those teaching in continuing education, non-credit, and self-supporting programs, all aca­demic employees shall be affiliated with an appropriate department. Such implementation shall be referred to the joint executive meetings.

**Section 7 Evaluation**

An evaluation of each department chair will be conducted by the department members, including eli­gible adjunct ~~faculty~~ academic employees, and the appropriate administrator a minimum of once every two years. In a new department chair’s first term, an evaluation will be conducted once each year. The Department Chair Evaluation form is found in Appendix F. Comments, if any, will be placed in summary format and shall not disclose the commenter. When evaluations indicate a performance issue, the administrator and chair will meet to develop an appropriate remediation plan.

**Section 8 Removal**

A department chair may be removed from office subject to standards established in Article 3(10).

**Section 9 Program Lead Instructor**

A program lead instructor may be assigned when there is a program that meets the following criteria:

* An AAS degree or certificate granting program, and
* A state required advisory committee, and
* Specific budget that must be managed by an academic member of the program, and
* When there is documented evidence of work described in Article 14(2) that is required of a program instructor that regularly and substantially exceeds the 35 hour workweek generally expected of academic employees per Article 4(4).

The appropriate administrator, considering the recommendations of that program’s academic employees, may select a program lead instructor and assign a subset of those duties outlined in Article 14(2). Compensation will be a quarterly stipend of $300. ~~equivalent to the value for one FTEF, as determined under Article 14(3)~~. ~~(2004 value equals $450),~~ ~~will be assigned~~. The program lead instructor stipend may be divided among any number of instructors in the program with the approval of the appropriate administrator. The department chair serves as his/her program’s lead and is not compensated separately for that responsibility ~~is are precluded from being assigned as a program lead instructor~~. Program and/or clinical directors cannot also be compensated as program leads.