

ARTICLE 11: DEPARTMENT CHAIR SELECTION/RESPONSIBILITY/COMPENSATION

11.1 Department Chairs

Duties and Responsibilities: The department chair (including multiple discipline and interdisciplinary chairs) shall provide leadership to the department and shall assist the dean or responsible administrator in a non-managerial capacity.

Chair reassigned time and stipends indicated in section 11.2¹ are granted so that the department chair will be able to fulfill the chair's leadership responsibilities and perform the college's operational duties in a timely manner. The responsibilities and duties include:

a. Scheduling

- i. Provide primary input into classroom and non- classroom scheduling and assignments in response to District guidelines and parameters.
- ii. Review and make corrections to preliminary drafts of the class schedule and catalog.

b. Staffing

- i. Identify Faculty staffing needs to Dean/Area Manager and assist with recruitment.
- ii. Participate in interviews and recommend Faculty for hire.
- iii. Orient new Faculty to the department and program.
- iv. Coordinate discipline equivalencies.

c. Planning

- i. Work with department members to complete program review.
- ii. Make recommendations for full-time Faculty additions.
- iii. Make recommendations for program expansion and modification.
- iv. Coordinate the review, modification, additions, and deletions to department curriculum.
- v. Coordinate departmental assessment of outcomes related to college accreditation.
- vi. Assist the Dean/Area Manager in other planning activities as needed.

d. Budget

¹ Added section number in order to correct clerical error.

- i. Provide input to Dean/Area Manager for annual budget and other expenditure requests to relevant college funds.
 - ii. Work with Deans/Area Manager and division Faculty and staff to efficiently utilize authorized departmental funds and monitor departmental expenditures throughout the fiscal year.
- e. Divisional Relations
 - i. Attend standing Department Chair meetings and meet with Dean/Area Manager and Vice President as needed.
 - ii. Act as liaison between Faculty and Administration.
 - iii. Where appropriate, represent the department to the community.
 - iv. Where appropriate, assist and collaborate to maintain external program accreditation or approval.
 - v. Provide program expertise and information to the Board of Trustees as requested. Attend advisory committee and consortium committee meetings as needed.

11.2 Compensation: The below table is used to configure department chair remuneration based on FTEF. Should a department chair position become vacant for any reason during a semester or session, the remuneration shall be prorated.

- a. Baseline FTEF Compensation: Each department chair shall be given a baseline compensation per the following table:

Chair Baseline	FTEF	Compensation*
Full time equivalent faculty in the department over the prior spring semester	Reassigned time for Department chairs per semester	10-month faculty Summer stipend to be paid at the end of summer
Less than 1 FTEF	10%	\$600
1 and up to 10	20%	\$1200
More than 10 and up to 15	30%	\$1800
More than 15 and up to 35	40%	\$2275
More than 35	70%	\$2750

*Effective July 1, 2021

Exceptions to the maximum 40% overload for Department Chairs may be managed by modifying Faculty annual load distribution in the fall and the spring term to ensure the average over both semesters is no greater than 140%. These exceptions may change based on enrollment and District needs. As with all overload assignments, chairs' overload is based on availability. On an annual basis, exceptions are to be requested to the appropriate Dean/Area Manager and approved by the Vice President of Academic Affairs (*or appropriate Vice*

President). If approval is granted, Department Chairs shall be paid on an hourly basis.

11.3 Eligibility, Single and Multi-Discipline Elections, Resignation and Removal

- a. Department Chairs shall be elected from the tenured full- time Faculty of the department for a term of three (3) years.
- b. Eligibility: Except as provided in the next paragraph, to qualify as a candidate for department chair a Faculty member must be full-time and must be assigned 50% or greater within the department at the time the office is assumed. If a Faculty member is not assigned to that department at the time of the election but will be assigned to that department on the date the term begins, they are eligible to be a candidate for the receiving department but is ineligible to be a candidate for the sending department. In rare instances at the discretion of the Vice President of Academic Affairs (*or appropriate Vice President*), non- tenured full-time Faculty may be considered eligible. Faculty planning sabbatical or leave of absence during the proposed term are ineligible. Overload assignment shall not be considered when determining eligibility.
- c. Single Discipline Election: The method of voting shall be determined by a majority vote of the members of the department.
 - i. If no voting method can be determined, voting shall be by written, secret ballot (written proxy votes are accepted). All ballots shall list the names of the candidates in lottery order, and shall provide a space for a “write-in” candidate. If requested by a Faculty member of the department, tabulation shall be presided over by an officer of CCFF and the area dean.
 - ii. Former members of a department currently serving in an administrative position are not eligible to vote in these elections, nor may they become candidates unless they relinquish their administrative positions, return to Faculty status, and resume membership in the department. An individual on a leave of absence or sabbatical may be a candidate for department chair, but only if they are scheduled to return from the leave in time to assume the duties at the beginning of the term.
 - iii. All full-time Faculty members assigned to a department shall have the right to vote. The presiding department chair or program director is considered a voting member.
 - iv. To be elected, a candidate must receive a majority (more than 50%) of the votes cast.
 - v. If no candidate receives more than 50% of the vote, a runoff election will be held between the two candidates that received the most votes. In the event that the two final candidates tie, and the tie cannot be broken, selection shall be determined by lot at the election.
 - vi. Departments may limit the consecutive number of terms a chair can serve as determined by a majority of the voting members in the department.

- vii. If the department is unable or refuses to elect a chair, the Dean/Area Manager shall appoint a chair to serve for the normal three-year term or the balance of the existing term, whichever concludes first. Such an appointed department chair shall be reassigned by the Dean/Area Manager based on the compensation structure outlined in section 11.2.
- d. Multiple Discipline Election: Disciplines with one or few full-time Faculty have special protections so all disciplines in a department have any equal voice, as well as the opportunity to serve the department and college.
 - i. The department chair term shall be three (3) years. Each multiple discipline department will create an alphabetical discipline rotation list. Every three (3) years the discipline at the top of the list will rotate to the bottom.
 - ii. At the start of each election cycle only Faculty from the discipline at the top of the rotation list are eligible to run for department chair. Members of the department may elect a chair from the slate of candidates from the discipline at the top of the rotation list. The method of voting shall be determined by a vote by the majority of the department.
 - iii. In cases where the discipline has only one full-time Faculty member that Faculty member will automatically become the department chair, unless they do not wish to serve. When no member of the discipline wishes to serve as chair, the Dean/Area Manager will assign the responsibility to another related discipline.
 - iv. In the event there is no interest from any discipline in the department, resulting in no chair being elected, the department will be given ten (10) days to elect a chair. Failure of the department to elect a chair allows the Dean/Area Manager to move the department under the administration of another department with a department chair. Appropriate pay will be granted to the administering department chair after the departments have been merged for ten (10) or more days.

This situation will continue until members of the original department elect a chair of their own.
 - v. If the department chair position is vacated prior to the end of the term, an election for an interim department chair shall be held within thirty (30) days of the vacancy, provided the announcement occurs during the 175-day academic calendar, otherwise the election will be held within thirty (30) days of when the term commences. The election will follow the steps outlined in this section. The interim department chair shall serve the remainder of the term of office of the department chair replaced and proportionally compensated.
 - vi. A full-time Unit member may only vote in the department where the majority of their regular contract load resides. When a full-time assignment is 50/50, the Unit member will select the department in which to vote. Full-time Unit members teaching on an hourly or overload basis in another department will

not be eligible to vote in that department.

- e. Acceptance and Notification Timeline for Chair Assignment. Sitting Department Chairs will notify their Dean/Area Manager of the outcome of the spring elections within seven (7) business days of the selection of the newly elected Department Chair.

Department Chairs newly elected in the spring semester may assume duties July 1st or on the first day of the fall semester following their election if the sitting Chair does not work the entire summer.

- f. Summer Chair Duties

By the end of the first week of May, Department Chairs will inform the Division Dean/Area Manager if they will work in the summer. If the job will be shared between co-chairs or a sitting and a new Chair over the summer, the stipend will be evenly split.

A sitting Department Chair who is not sharing the assignment and elects to work during the summer will complete tasks as needed and be in communication (via e-mail and/or telephone) with the Division over the entire summer term to receive a full stipend. When a sitting Department Chair chooses to work only one of the summer sessions, then the summer stipend will be prorated accordingly.

If a sitting Department Chair becomes unavailable to fulfill their Chair responsibilities during the summer, the Dean/Area Manager will take over the Chair duties and the summer stipend will be prorated accordingly.

Any Department Chair, newly elected or sitting, may elect not to work during the summer. In such cases, the division Dean/Area Manager will take over summer Chair duties.

- g. Resignation and Removal

- i. Resignation: In the event that a department chair does not complete their term of office, a new chair shall be selected in accordance with section 11.3, to serve for the remainder of the unexpired term. In instances when the unexpired term is one half (1/2) or more of a full term, it shall be counted as a first term for the new Chair.

The Department Chair may resign at any time. Their written resignation shall be submitted to the Dean/Area Manager fifteen (15) working days prior to the effective date of resignation.

- ii. Recall: A Department Chair may be removed from their assignment as Chair through recall election.

The reasons for recall must be stated in writing by a full-time Faculty member in the department and submitted to the Dean/Area Manager's office. The Department Chair shall have a chance at a department meeting to answer to the reasons for recall before voting takes place. The Dean/Area Manager's

office shall conduct the vote within four (4) weeks of the recall petition filing. The Chair can be recalled if 2/3 of the members casting ballots vote in favor of the recall. Recall may be instituted no sooner than one semester after the Chair takes office.