

**PROPOSAL FROM  
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the  
ANTELOPE VALLEY COLLEGE FEDERATION OF TEACHERS**

**June 24, 2025**

The following proposal was presented during negotiations by the Antelope Valley Community College District ("District") to the Antelope Valley College Federation of Teachers for the duration of the negotiations leading to a successor agreement to the 2023-2025 Collective Bargaining Agreement (CBA), to be discussed in good faith as required by the Educational Employment Relations Act and the ground rules adopted by the parties. Except as otherwise noted below, the remainder of the status quo Article shall be deemed to remain unchanged:

**ARTICLE XX  
DEPARTMENT CHAIRS**

**[Note: Paragraph numbering issues to be resolved on TA, due to issues with Word auto-numbering and formatting.]**

**1.0 Department Chairs**

**1.1 Definition, Department Composition, Compensation, Stipends and Training**

**1.1.1** Department Chair: a faculty member who assists division dean in the administration of a department.

**1.1.2** Composition and Compensation

~~**(a) — For initial implementation, the Division Dean will propose a plan as to how the division could be divided into departments. The faculty and Dean will agree on the final Department Chair structure and provide the recommendation to the appropriate Vice President and Union. In conjunction with AP 3100.6.C. 6. "The Superintendent /President will make the final decision on proposed changes based on feedback from the campus community and the discussion at CCC."**~~

**[Note: Historical information; no longer relevant or actionable.]**

**(b)** Each spring, the amount of reassigned time available to chairs for the following year will be calculated according to the "Department Chair Compensation Matrix," based on the data from the previous fall semester + 10% of the calculated fall FTEF. The District will furnish AVCFT with the supporting documentation that determined the reassigned time. ~~**The division shall reconsider the alignment of departments every three years, prior to the beginning new terms of office and make recommendations to the VP and Union.**~~

**(c) Stipends** will be paid in two payments, one half of the stipend in each payment.

Category	FTEF	Reassigned FTE	Stipend
A	3 to 10	20%	\$4,000
B	>10 to 13	30%	\$4,400
C	>13 to 17	40%	\$4,800
D	>17 to 22	50%	\$5,200
E	>22 to 28	60%	\$5,600
F	>28 to 32	70%	\$6,000
G	>32	80%	\$6,400

1. Supplemental pay forms will be turned into payroll by June 2<sup>nd</sup> and December 2<sup>nd</sup>.

2. Stipend checks will be issued at the next issue date in July and January.

1.1.3 ~~The District, in conjunction with AVCFT, shall develop and provide training for all department chairs at the beginning of each term of office on all sections of the collective bargaining agreement necessary to carry out chair duties and other codes and regulations as necessary.~~ Newly selected department chairs shall be expected to consult with their area dean/manager and with outgoing/former department chairs, concerning department norms, practices, and expectations.

1.1.4 Chairs will be required to furnish service outside of the regularly scheduled fall/spring terms.

1.1.5 Department Chair – Duties

(a) Scheduling

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

(b) Staffing

1. Identify adjunct faculty staffing needs to Dean and assist with recruitment.  
2. Participate in interviews and recommend adjunct faculty for hire.  
3. Orient new faculty to the department and program.  
4. Coordinate discipline equivalencies.

(c) Planning

1. Assist the Dean in completing the program review and other planning activities as needed.  
2. Make recommendations for full-time faculty additions.  
3. Coordinate the review, modification, additions and deletions to department curriculum.  
4. Coordinate departmental assessment of outcomes (e.g. SLO, PLO, OO etc.) related to college accreditation.

(d) Budget

1. Provide input to Dean for annual budget and other expenditure requests to relevant college funds.  
2. Work with Deans and division faculty and staff to efficiently utilize authorized departmental funds and monitor departmental expenditures throughout the fiscal year.

(e) Divisional relations

1. Attend standing Department Chair meetings and meet with Dean and Vice President as needed.  
2. Act as liaison between Faculty and Administration.  
3. Where appropriate, assist faculty in organizing and conducting meetings of program advisory committees.  
4. When appropriate, represent the department to the community.  
5. Where appropriate, assist and collaborate with departmental faculty to maintain external program accreditation or approval.  
6. Work with Deans during the last semester before the end of their term of office to assist newly selected Chairs with transitioning into the role.

1.2 Department Chair Eligibility, Election, Term of Office, Recall/Removal, and Assessment

(a) Eligibility

1. All qualified faculty members of a department may be considered for the position of Chair.  
2. To be considered qualified, faculty must have completed two consecutive years of satisfactory service to the

district.

3. All nominees must have received satisfactory ratings in all evaluation criteria at their most recent evaluation.
4. **A current Chair, irrespective of number of terms served, may be considered eligible to run if no other eligible candidate is nominated.**

(b) Election

1. All ~~faculty~~department members (academic and classified), employed at the time of election, are eligible to vote for department chair,
  2. Department Chairs are elected by department members only.
  3. The division will put out a call for nominations in February for Department Chairs and will notify the members of the department at least one month prior to the election. A questionnaire will be distributed to all nominees and collected by the Division Dean. The Dean will distribute the collected questionnaire packet to all members of the department two weeks prior to the election and determine eligibility of nominees. The Dean will meet with nominees to discuss position requirements.
  4. The Dean will prepare a ballot and conduct the election.
  5. Elections will be conducted over a two week period via only one of the two following methods, at the discretion of the Dean:~~by secret ballot.~~
    - a) **Secret Ballot:** All ballots must be sealed in a signed envelope and placed in the designated voting location. The Dean and a faculty member will validate the vote.
    - b) **Anonymous Electronic Ballot: The Dean will provide Institutional Effectiveness with a list of candidates and eligible voters. A disinterested employee from the Office of Institutional Effectiveness will conduct an electronic ballot, and shall share no information with the Dean except the results of the election.**
- Elections will be concluded by the end of the second full week of April.
6. To be elected, a candidate must receive the majority of the eligible votes cast.
  7. **In the event of a tie, a run-off election will be conducted by secret ballot over a one week period, using one of the two election methods described above.**
  8. In the event that the two final candidates tie, and the tie cannot be broken, selection ~~and~~shall be determined by lot.

(c) Term of Office

1. The term of office is three years.
2. In the event that a Department Chair does not complete their term of office, a new Chair shall be elected in accordance with this article to serve for the remainder of the unexpired term.
3. A department chair may serve ~~no~~ more than two consecutive terms of office, **provided they have not been recalled nor received an unsatisfactory assessment.**
4. ~~**In the event no eligible candidate is nominated, the sitting chair may run again.**~~

(d) Department Chair Recall/Removal

1. A Chair may be recalled by ~~the department by~~ a 2/3 vote of the department. Such a recall election may be instituted by a petition signed by 40% of the members of the department **(academic and classified)** and filed with the Dean of the Division. The reasons for recall must be stated in writing. The Department Chair shall have a chance at a department meeting to answer to the reasons for recall before voting takes place. The department shall select at least two department members to administer the vote, and the Division Dean shall oversee the process.
2. Recall/removal may be instituted no sooner than one year after the Chair takes office. A recalled Department Chair shall not be eligible for the position of Department Chair until another Chair has served in that position and at least one year has elapsed since having been recalled.
3. A predominantly unsatisfactory assessment of the Chair's performance by the Dean and/or by the department faculty can invoke a recall election, which would abide by the procedures described above, with the unsatisfactory assessment(s) constituting the reasons stated in writing.
4. ~~In the unusual and extreme circumstance that a Chair fails to satisfactorily fulfill the responsibilities and carry out duties of Chair because of matters that cannot be made public, thereby denying the Dean the opportunity to present to the department as cause for removing the chair,~~ The Dean can petition the appropriate Vice President for the authority to relieve the Chair of duties and to call for another election for which the removed Chair would not be eligible.
5. ~~A recalled or removed Department Chair will be accorded the full right to due process.~~

(e) Assessment

1. Primarily for the purpose of promoting the development of the Department Chair, Chair shall be assessed annually by all eligible faculty members, **the Dean,** and classified staff. The "Department Chair Assessment Instrument," ~~to be developed during the 2014-15 academic year,~~ will be furnished to department members by the Dean. The assessment criteria on the form shall reflect the job duties as outlined in the Department Chair job duties.
2. ~~Before the end of the spring semester,~~ The Division Dean shall provide a written summary reflecting an analysis of the data provided in the department chair assessment instrument along with his or her input and suggestions for improvement, ~~before the end of the spring semester. The Dean and Chair shall meet to discuss the written summary, and mutually develop plans and timelines for improvement, if needed.~~
3. ~~Prior to the end of the spring semester, the Dean and Chair will meet to discuss the written summary and mutually agreed upon plans and timeline for improvement, if needed.~~  
**Original copies of both the faculty assessments and the Dean's analysis are to be kept on file in the Division Office of the Department Chair during that Chair's term of office.**

216		
217	ANTELOPE VALLEY COLLEGE FEDERATION	ANTELOPE VALLEY COLLEGE DISTRICT
218	OF TEACHERS	
219		
220		
221	<hr/>	<hr/>
222		
223	<hr/>	<hr/>
224		
225	<hr/>	<hr/>
226		
227	<hr/>	<hr/>
228		