

ARTICLE XX
DEPARTMENT CHAIRS

1.0 Department Chairs

1.1 Definition, Department Composition, Compensation, 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.”
- (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.

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

- (c) Half of the stipend will be paid at the end of Intersession; the other half will be paid at the end of the Summer term.

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.

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

1.2 Department Chair – Duties

1.2.1. *Scheduling*

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

1.1.2. *Staffing*

- (a) Identify adjunct faculty staffing needs to Dean and assist with recruitment.
- (b) Participate in interviews and recommend adjunct faculty for hire.
- (c) Orient new faculty to the department and program.
- (d) Coordinate discipline equivalencies.

1.1.3. *Planning*

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

1.1.5. *Budget*

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

1.1.6. *Divisional relations*

- (a) Attend standing Department Chair meetings and meet with Dean and Vice President as needed.
- (b) Act as liaison between Faculty and Administration.
- (c) Where appropriate, assist faculty in organizing and conducting meetings of program advisory committees.
- (d) When appropriate, represent the department to the community.
- (e) Where appropriate, assist and collaborate with departmental faculty to maintain external program accreditation or approval.

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

1.3.1 Eligibility

- (a) All qualified faculty members of a department may be considered for the position of Chair.
- (b) To be considered qualified, faculty must have completed two consecutive years of satisfactory service to the district.
- (c) All nominees must have received satisfactory ratings in all evaluation criteria at their most recent evaluation.

1.3.2 Election

- (a) All faculty members, employed at the time of election, are eligible to vote for department chair.
- (b) Department Chairs are elected by department members only.
- (c) 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.
- (d) The Dean will prepare a ballot and conduct the election.
- (e) Elections will be conducted over a two week period by 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. Elections will be concluded by the end of the second full week of April.
- (f) To be elected, a candidate must receive the majority of the eligible votes cast.
- (g) In the event of a tie, a run-off election will be conducted by secret ballot over a one-week period.
- (h) In the event that the two final candidates tie and the tie cannot be broken, selection can be determined by lot.

1.3.3 Term of Office

- (a) The term of office is three years.
- (b) 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.
- (c) A department chair may serve no more than two consecutive terms of office.
- (d) In the event no eligible candidate is nominated, the sitting chair may run again.

1.3.4 Department Chair Recall/Removal

- (a) 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 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

**SIDE LETTER OF AGREEMENT
BETWEEN
AVCCD AND AVCFT**

May 7, 2014

Regarding the initial District-wide implementation of Department Chairs as a part of the organization structure of Antelope Valley College

The Antelope Valley College District and Antelope Valley College Federation of Teachers agree to the following regarding the initial implementation of Department Chairs as an integral part of the organizational structure of the College:

Goal: To have a comprehensive Department Chair structure in place beginning January, 2015

- August, 2014 – Each division Dean will provide an orientation to their faculty regarding the new Department Chair structure. They will follow the process as outlined in Article XX, section 1.1.2 regarding Department Composition.
- September, 2014 – For the initial election of Department Chairs only, the process will begin in September, 2014. Following the initial elections, and for each following cycle, the elections will begin in February as indicated in section 1.3.2.
- The election process will follow the timelines delineated in section 1.3.2.
- The initial Term of Office will begin in January, 2015. As a result, the initial term of office will extend beyond the regular term of office by two to three months. The regular term of office will be three years as indicated in section 1.3.3.
- As the Department Chairs will be working half of the academic year, half of the yearly stipend will be paid after the end of the summer 2015 term.



Edward T. Knudson, Superintendent /President



Susan Lowry, AVCFT President



Liette Bohler, Chief Negotiator