

ARTICLE 6

DIVISION/DEPARTMENTS

- 6.1 **DIVISIONS:** Division procedures, including procedures for division structure and faculty participation, shall be determined by management in consultation with division faculties. Such procedures to be on file at the college, District Office, and UF office.
- 6.1.1 Wherever possible, division recommendations to the next higher management level shall be developed in consultation with division faculties. However, in scheduling, budget, and curriculum matters, recommendations shall always be developed in consultation with division/department faculties.
- 6.1.2 Faculty participation in division/department operations shall be facilitated by department chairpersons in the operations listed in 6.4 below.
- 6.2 **DEPARTMENTS/FACULTY PARTICIPATION:** Departments/Faculty Participation. Unit members shall be considered members of the college, division and department wherein their largest assignment falls.
- 6.2.1 Department faculty procedures, consistent with division procedures, shall be determined by the faculty members within them.
- 6.2.2 Such procedures are to be on file at the college, District Office, and UF office.
- 6.2.3 **Department Chairpersons:**
- 6.2.3.1 **Elections/Term:** Department chairpersons shall be elected for two (2) year terms from and by the regular and contract employees of the department. Such chairpersons may be recalled by two-thirds (2/3) vote of the same constituency.
- 6.2.3.2 **Job Description for Department Chairpersons:** The following duties and responsibilities shall apply: Duties not listed cannot be added to the regular department chair responsibilities except by mutual agreement between the District and United Faculty.
- 6.2.3.2.1 Represent the department and act as liaison between the management and department members.
- 6.2.3.2.2 Listen to student inquiries, complaints and grievances about department members and matters. Attempt to resolve matters or refer matters to Dean when appropriate.
- 6.2.3.2.3 Be regularly available to colleagues and answer departmental inquiries and attempt to resolve complaints and grievances on a department level in a timely manner.

- 6.2.3.2.4 Coordinate the preparation and submission of class schedules to Division Dean, meeting established deadlines.
- 6.2.3.2.5 Participate in the hiring process for full and part-time faculty, including recruiting faculty to serve on selection committees.
- 6.2.3.2.6 Coordinate faculty evaluations for regular and part-time and substitute faculty in the department.
- 6.2.3.2.7 Assist in the orientation of new faculty.
- 6.2.3.2.8 Contribute, as needed, in budget development process. Monitor and maintain department budgets.
- 6.2.3.2.9 Represent or delegate representation of the department at appropriate division/administrative/college/district meetings.
- 6.2.3.2.10 Coordinate the development of course reviews, revisions, additions, and deletions. Oversee changes in course outlines and catalogue changes.
- 6.2.3.2.11 Be responsible for meeting Curriculum Committee deadlines and seeing changes through the Curriculum Committee.
- 6.2.3.2.12 Disseminate information about curriculum changes to department members in a timely manner.
- 6.2.3.2.13 Convene department meetings as often as necessary to meet deadlines and responsibilities.
- 6.2.3.2.14 Assist with student recruitment and community outreach when appropriate.
- 6.2.3.2.15 Coordinate program review and institutional planning.
- 6.2.3.2.16 Assist with the maintenance of files on current course outlines, syllabi, textbook orders and class schedules.
- 6.2.3.2.17 Assist in the development of grant applications and special funding.
- 6.2.3.2.18 Assist in monitoring the use and condition of facilities and equipment assigned to the department.
- 6.2.3.2.19 Provide appropriate input for the evaluation of classified staff as needed.

- 6.2.3.2.20 Evaluate, when appropriate, hourly and student employees.
- 6.2.3.2.21 Assist counselors/advisors and the articulation officer to clarify and update information on departmental courses.
- 6.2.3.2.22 Advocate on behalf of the department and work with the administration to effect changes requested by the department.
- 6.2.3.2.23 Disseminate appropriate information.
- 6.2.3.2.24 Assist in implementing district and state mandated changes.
- 6.2.3.2.25 Coordinate the development and maintenance of departmental guidelines.
- 6.2.3.2.26 Oversee and facilitate the development and assessment of course and program-level student learning outcomes.
- 6.2.3.2.27 Facilitate implementation of drop-in hours-by-arrangement.
- 6.2.3.2.28 Facilitate requisition of supplies, textbooks and teaching materials.
- 6.2.3.2.29 Participate in facility development.

6.2.3.3 Evaluation: Annually, the appropriate Area Dean will write a letter to each Department Chair providing feedback related to the established duties and responsibilities and/or will schedule a meeting to provide feedback in person. The letter may be retained but will not be placed in the Department Chair's personnel file.

- 6.2.3.3.1 When the manager perceives there is a performance problem based on the approved duties and responsibilities of the department chair, the manager will meet with the department chair to attempt resolution at this level.
- 6.2.3.3.2 If the problem is not resolved at the first level, the manager may notify in writing the department members, as defined by the department bylaws, regarding the nature of the performance problem, citing specific duties of the job description that the manager believes are not being performed adequately.
- 6.2.3.3.3 Members of the department will then design and conduct a departmental peer evaluation of the chair's