



AP 7220 DEPARTMENT CHAIRPERSONS

References:

Education Code Section 87419.1 and 87600 et seq.;
Title 5 Section 51025

Department Chairpersons are tenured or tenure-track faculty who provide academic and organizational leadership to their respective departments and colleagues. The Department Chairperson serves as liaison to the area dean and the Chief Instructional Officer with regard to academic, curricular, professional, and operational business of the department. The department chairperson is also responsible to the administration for providing oversight of department activities and operations with regard to District policies, priorities, and needs. Department chairpersons represent a fundamental element of participatory governance.

The department chairperson is responsible to the area dean and the Chief Instructional Officer for the timely performance of leadership functions related to the department. These responsibilities may be shared among the members of the department. The department chairperson responsibilities are delineated below.

Eligibility and Election

Faculty employed on a two-thirds contract or more, with a 50% load or more in the respective department, shall be eligible to be elected department chairperson, with the exception of faculty on temporary contracts and first-year probationary faculty. Each department chairperson will be elected by a majority vote of all tenured and tenure-track faculty with at least a 50% load in a department. Exceptions to the eligibility and election requirements must be approved by the Chief Instructional Officer.

Departments desiring to split the department chairperson responsibilities may elect two faculty members as co-chairpersons. In consultation with the area dean, responsibilities and compensation of each co-chairperson shall be clearly delineated, including the designation of one co-chairperson as the liaison to the Office of Educational Programs.

The department chairperson-elect's name shall be forwarded by the department to the area dean. In case of a tie vote by the department faculty, the Chief Instructional Officer shall make the appointment.

Department Chairpersons are elected by their department tenured and tenure-track colleagues, subject to confirmation by the Chief Instructional Officer. Should the Chief Instructional Officer choose not to confirm the election of a faculty member as department chairperson, he/she shall provide the elected faculty member and the department tenured and tenure-track faculty with a written statement of the reasons for not confirming the election. If the majority of the department faculty continue to support



the elected department chairperson, the Chief Instructional Officer and the Academic Senate President shall resolve the appointment decision.

Term of Office

Department chairperson terms shall be for two years. Exceptions to the length of term must be approved by the Chief Instructional Officer. Terms may be repeated.

Compensation

Compensation for department chairpersons is based on a formula allocation defined in the Instructors' Association Agreement.

Department Chairperson Responsibilities

Department Chairpersons are responsible for a variety of leadership tasks in their area.

Recruitment and Recommendation of Department Personnel

1. Prepare and submit department requests for new and replacement faculty and classified staff positions in Program Review. In consultation with department faculty, prepare and submit faculty position proposal(s) to the Chief Instructional Officer and present the proposal, to the Academic Senate.
2. In consultation with department faculty and Human Resources, develop position-specific job descriptions and announcements. Provide Human Resources appropriate venues for marketing and advertising positions.
3. Provide leadership and coordination for recruiting, screening, interviewing, and recommending prospective contract faculty and department classified positions.
4. Recruit, screen, and recommend to the District, the appointment of adjunct faculty.
5. Evaluate the qualifications of each prospective faculty member with respect to meeting the Minimum Qualifications (MQs) or Equivalency requirements for his/her assignment.
6. In consultation with Human Resources, assign a Faculty Service Area (FSA) to all new tenure-track faculty.
7. Recruit, screen, and recommend to the District the appointment of short-term hourly staff.
8. Approve the assignment of work-study students and hourly student workers. Approve submitted timesheets.
9. Complete required Human Resources employment forms for new faculty and staff.
10. Provide department orientation for new contract and adjunct faculty as well as new classified and hourly staff



11. Approve substitute faculty when needed.

Faculty Evaluations

1. Coordinate the formation of the evaluation committees for probationary and temporary contract faculty.
2. Coordinate the evaluation of adjunct faculty.
3. Monitor the evaluation process and adherence to the faculty evaluation policies and procedures for each faculty evaluation.
4. Complete Faculty Responsibilities Checklist for each faculty evaluation.

Scheduling and Catalog

1. Build schedules of classes which meet student needs and are responsive to changing enrollment demands.
2. Department chairpersons or directors shall consult with all faculty members in their department before submitting the schedule to the area dean for review and approval and verify that assignments conform to BP/AP 7210 Academic Employees: Faculty.
3. In consultation with the Scheduling Office, assign and/or request needed classrooms.
4. Verify accuracy of course information for all classes to be listed in each class schedule.
5. Review galleys for class schedules.
6. Monitor and review faculty load reports and correct if needed.
7. In consultation with the area dean, add and/or cancel classes.
8. Work with the Marketing Director to promote department offerings as needed.
9. Review and update catalog copy to verify the accuracy of department information.
10. Report changes in scheduling or teaching assignments to the Scheduling Office.

Curriculum and Program Development

1. Ensure department curricula are updated in accordance with curriculum review standards.
2. In consultation with department faculty and other departments as needed, identify courses and programs that need to be developed, modified, and/or updated.



3. In consultation with department faculty, ensure the student learning outcomes cycle (development, assessment, and course/program improvement plans) for courses and programs conforms to established timelines and required documentation.
4. Review and approve proposals to the Curriculum Advisory Committee (CAC) for new programs, courses and/or course or program modifications, in accordance with established timelines.
5. Work with the Articulation Officer to review, update, and initiate new articulation agreements.
6. Respond to student requests for curriculum waivers and/or substitutions.
7. Attend dual enrollment articulation meetings when scheduled by the Dual Enrollment Office.

Department Leadership

1. Convene and chair department meetings on a regular basis.
2. Coordinate, communicate, and implement department policies and procedures.
3. Represent the department at division and department chairperson meetings.
4. Serve as the liaison between the department and the area dean.
5. Coordinate the preparation of the department program review:
 - Solicit input from members of the department and lead dialog on program review elements including areas needing improvement.
 - Develop, report, and submit to department faculty for approval.
 - Meet with the area dean to discuss the department's program review.
 - Consult with appropriate administrative departments for resource needs.
 - Based upon dialog among department faculty, enter program review narrative and resource requests into the program review system by the established deadline.
 - Report outcomes to department members. (See AP 3255 Program Evaluation.)
6. Provide oversight and coordination of department activities/initiatives.
7. Communicate with and solicit information from department faculty, including relevant updates from committees, college-wide initiatives, and other issues that may affect the department.
8. Communicate to department faculty any required deadlines related to their professional obligations (e.g. drop rosters, textbook orders, grades etc.).



9. Respond to faculty and staff complaints and/or grievances.
10. As applicable, form and schedule advisory committees to:
 - identify members;
 - develop agendas;
 - participate in meetings;
 - produce minutes when required by Education Code.
11. Conduct regularly scheduled department chairperson elections.
12. Mentor incoming department chairperson.
13. As applicable, work with department members to comply with special accreditation and licensing requirements.
14. Participate in department chairperson training.
15. Support department-originated grant applications and fundraising efforts.

Student and Community Relations

1. Identify department faculty who will provide program, major, and occupational information to students.
2. In consultation with the department faculty, recommend students for departmental scholarships and awards.
3. Coordinate outreach and other public activities with community, as appropriate.
4. Respond to student and community member complaints.

Budget and Resources

1. In consultation with the department faculty and staff, identify and prioritize department resource needs and expenditures and submit resource requests through the annual program review process.
2. Review and act upon all leave requests (including sabbatical leave and study abroad) and develop a plan for replacements.
3. Expend approved department resource requests and requisitions for:
 - new and replacement equipment;
 - hardware and software;
 - facilities;
 - other needs.
4. Plan and monitor department budgets with respect to:
 - supplies;
 - equipment;



- printing and duplicating;
- overtime;
- short-term hourly staff and student worker budgets;
- auxiliary accounts;
- travel and conference.

Facilities

1. Review and act upon facility use requests submitted through Community Services or received directly.
2. Report maintenance, proposed improvements, and repairs by completing the Facilities Work Order.
3. Coordinate use of department facilities.
4. In consultation with the department and area dean, develop long-range capital outlay projects and maintenance plans through program review.

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