

## **APPENDIX D - DEPARTMENT/DIVISION CHAIRS, OCCUPATIONAL PROGRAM DIRECTORS, EVENING SUPERVISORS, AND SUMMER SUPERVISORS**

### **D.1. Department/Division Chairs**

#### **D.1.1. Selection**

Department/Division Chairs shall be selected from the membership of the Department/Division, as prescribed by the College Plan. The College Plan should describe the duties and responsibilities of the Chair inclusive of those duties outlined in Section D.1.2.

#### **D.1.2. Duties**

Department/Division Chairs are Residential Faculty, as defined by the RFP, who are accountable for the supervision or management of a Department/Division within the college including all duties and responsibilities articulated in the College Plan.

#### **D.1.3. Remuneration**

Pay is determined at the rate of eleven percent (11%) of the schedule base salary, plus:

- one percent (1%) of the schedule base salary for each Faculty member of the Department/Division
- one-half percent (1/2%) of the schedule base salary for each Adjunct Faculty member teaching within the Department/Division
- one-half percent (1/2%) of the schedule base salary for each full-time staff member or equivalent supervised by the Chair.

Pay for part-time staff who are supervised and evaluated by the Department/Division Chair shall be prorated (e.g., two half-time staff members equal one full-time staff member). Pay will not be granted for supervising Federal Work Study employees.

Pay for Occupational Program Directors who supervise and evaluate Residential and/or Adjunct Faculty shall be assigned as provided in [Section D.2.3.](#), rather than to the Department/Division Chair.

#### **D.1.4. Overload Teaching**

Department/Division Chairs will not teach on an overload basis during the day program. Exceptions, based on exigency, can be individually authorized by the appropriate Vice President.

#### **D.1.5. Administrative Reassigned Time, Clerical Support, and Summer Extended Contract Hours**

##### **D.1.5.1.**

Administrative load reduction, clerical support, and summer extended contract hours will be determined by the number of day FTTE in each Department/Division, adjusted as of the forty-fifth (45th) day of the current fall semester, and the number of residential service faculty. The number of day FTTE in the Department/Division will be determined by dividing the total day teaching load in the Department/Division by fifteen (15) and rounding up to the nearest whole number.

##### **D.1.5.2.**

Division/Department reassigned time, clerical support, and extended contract hours:

<u>Day FTTE for fall semester plus the number of residential service faculty</u>	<u>Reassigned per Year</u>	<u>Clerical Support to Department/Division</u>	<u>Summer Extended Hrs.</u>
4-8	6.0	¼-½ 12 mos	24
9-16	9.0	½ 12 mos	33
17-26	12.0	1.0 12 mos	42
27-34	15.0	1-1½ 12 mos	51
35-Above	18.0	2.0 12 mos	60

**D.1.5.3.**

The figures listed above may be supplemented by the College President. Modifications of secretarial help may be made by the College administration in consultation with the Department/Division involved.

**D.1.6. Summer Extended Contract Hours—Rates of Pay**

Extended summer contract hours, authorized by the appropriate Vice President, will be paid at the rate of forty- seven dollars and fifty cents (\$47.50) per clock hour. (In most cases there will be a requirement that the Department/Division Chair be at the college just prior to the beginning of the fall semester.)

**D.1.7. Department/Division Chair Evaluation**

Each Department/Division Chair shall be evaluated in the spring of each year in a manner prescribed by the appropriate Vice President. The evaluation shall include a review of the current year as well as planning parameters for the following year. Additionally, each Department/Division Chair shall be evaluated annually by the Faculty members in the Department/Division in a manner to be specified in the College Plan.

**D.1.8. Colleges with Both Divisions and Departments**

Colleges with both divisions and departments will develop a College Plan for reassigned time and Chair pay. The College Plan will include the selection process along with the roles and duties of Department/Division Chairs. The parameters for these plans shall be in general conformity to those outlined in [Section D.1](#). The Vice Chancellor for Human Resources, or designee, will review the plan for internal consistency.

**D.2. Occupational Program Director**

**D.2.1.**

Those Faculty members who are responsible for coordinating approved occupational programs may receive remuneration or reassigned time as determined by the College President.

**D.2.2.**

If reassigned time is taken, the Faculty member will not teach on an overload basis during the day program without approval by the appropriate Vice President.

**D.2.3. Residential Faculty and Adjunct Faculty Management Remuneration**

Occupational Program Directors who supervise and evaluate Faculty shall be compensated at the rate of one percent (1%) of the schedule base for each Residential Faculty member teaching within the program. Occupational Program Directors who supervise and evaluate Adjunct Faculty shall be compensated at the rate of one half percent (1/2%) of the schedule base for each Adjunct Faculty member teaching within the program. Only the Occupational Program Director or the Department/Division Chair actually responsible for supervising and evaluating Faculty and/or Adjunct Faculty shall be compensated for those duties, not both.

In situations where Faculty and staff are not supervised by a Department/Division Chair and are supervised by the Occupational Program Director, the Occupational Program Director is accountable for the supervision or management of an academic program within the college including all duties and responsibilities articulated in the College Plan. In no case should both a Chair and an Occupational Program Director perform these duties simultaneously and only one of either the Chair or the Occupational Program Director shall receive remuneration for these duties.

#### **D.2.4.**

A Faculty member may not receive pay and/or reassigned time as both a Department/Division Chair and an Occupational Program Director.

#### **D.2.5. Occupational Program Director Evaluation**

Each Occupational Program Director shall be evaluated in the spring of each year in a manner prescribed by the appropriate Vice President. The evaluation shall include a review of the current year as well as the planning parameters for the following year.

### **D.3. Evening Supervisors**

Evening supervisors provide supervision during the evening program. Each college will determine the process by which evening supervisors are selected.

#### **D.3.1. Duties**

Duties may include, but are not limited to, scheduling of classes, recruitment, selection and evaluation of Adjunct Faculty, resolution of problems, and supervision of staff. Specific duties will be determined in collaboration with the Division/Department Chairperson, Occupational Program Director, or appropriate instructional administrator, as appropriate.

#### **D.3.2. On-Site Presence**

Evening supervisors will be available in-person to Faculty, staff, and students in the evening program. The specific on-site days and hours will be determined in consultation with the Department/Division Chair, Occupational Program Director, or appropriate instructional administrator, as appropriate, and should be reflective of class meeting times or, in the case of service faculty, evening hours of operation. Hours will be scheduled and posted.

##### **D.3.2.1. Initial Class Meetings**

Evening supervisors will be available on-site during the initial meetings of classes in accordance with the posted schedule determined in collaboration with the Department/Division Chair.

##### **D.3.2.2. Subsequent Class Meetings**

Evening supervisors will be available on-site on a periodic basis through the remainder of the semester in accordance with the posted schedule determined in

collaboration with the Department/Division Chair. It is not expected that supervisors will be on campus every week.

#### **D.3.3. Off Campus Accountability**

Evening supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

#### **D.4. Summer Supervisors**

The necessity for summer supervision in addition to that provided by the Department/Division Chair summer extended hours contract will be determined by the VPAA, or designee, in consultation with the Department/Division Chair, and if appropriate, the Occupational Program Director. Summer supervisors provide supervision during the summer session. Each college will determine the process by which summer supervisors are selected.

##### **D.4.1. Duties**

Duties may include, but are not limited to, scheduling of classes, recruitment, selection and evaluation of Adjunct Faculty, resolution of problems, and supervision of staff. Specific duties will be determined in collaboration with the Division/Department Chairperson, Occupational Program Director, or appropriate instructional administrator, as appropriate.

##### **D.4.2. On-Site Presence**

Summer supervisors will be available in-person to Faculty, staff, and students in the summer session. The specific on-site days and hours will be determined in consultation with the Department/Division Chair, Occupational Program Director, or appropriate instructional administrator, as appropriate, and should be reflective of class meeting times or, in the case of service faculty, summer hours of operation. Hours will be scheduled and posted.

##### **D.4.2.1. Initial Class Meetings**

Summer supervisors will be available on-site during the initial meetings of classes in accordance with the posted schedule determined in collaboration with the Department/Division Chair.

##### **D.4.2.2. Subsequent Class Meetings**

Summer supervisors will be available on-site on a periodic basis through the remainder of the session in accordance with the posted schedule determined in collaboration with the Department/Division Chair. It is not expected that supervisors will be on campus every week.

##### **D.4.3. Off Campus Accountability**

Summer supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

**The following language will go into effect July 1, 2018 and will replace the sections identified below in the 2018-2019 RFP.**

- D.1.1.
- D.1.2.
- D.1.7.
- D.2.1.
- D.2.5
- D.3. in its entirety
- D.4. in its entirety

All summer 2018 contracts for Department supervision will remain in effect until the beginning of Fall 2018 faculty accountability.

## **APPENDIX D – CHAIR SUPERVISORY ROLES, NON-CHAIR SUPERVISORY ROLES, AND NON-SUPERVISORY LEADERSHIP ROLES**

### **D.1. Chair Supervisory Roles**

#### **D.1.1. Department/Division Chairs**

##### **D.1.1.1. Selection**

The Residential Faculty of each Department/Division shall select a Chair from the Residential Faculty of the Department/Division, as prescribed by the College Plan.

##### **D.1.1.2. Duties**

Department/Division Chairs shall be Residential Faculty, as defined by the RFP, who are accountable for the supervision or management of a Department/Division within the college. Each Chair shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan unless such duties are reassigned to other supervisory faculty. The Division/Department Chair will retain no less than 50% of the duties listed below.

- D.1.1.2.1.** Plan, manage, oversee, and provide final approval of the Department/Division budget
- D.1.1.2.2.** Plan, manage, oversee, and provide final approval of the Department/Division class schedule
- D.1.1.2.3.** Review and provide final approval for the selection of Adjunct Faculty
- D.1.1.2.4.** Review and provide final approval for the evaluation of Adjunct Faculty
- D.1.1.2.5.** Review and provide final approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)
- D.1.1.2.6.** Chair or appoint a designee to chair Residential Faculty position search committees
- D.1.1.2.7.** Participate in peer leadership group (e.g., Chair Council)
- D.1.1.2.8.** Facilitate Department/Division meetings
- D.1.1.2.9.** Participate in the resolution of conflicts

- D.1.1.2.10.** Participate in the resolution of student complaints
- D.1.1.2.11.** Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan
- D.1.1.2.12.** Supervise, support, and evaluate Residential Faculty, according to the RFP
- D.1.1.2.13.** Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual
- D.1.1.2.14.** Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff
- D.1.1.2.15.** Supervisory duties including evening and summer supervision

## **D.1.2 Department/Division Assistant Chairs**

### **D.1.2.1 Selection**

Based on the needs of the Department/Division, the Department/Division Chair may select one or more Assistant Chairs from the Residential Faculty of the Department/Division.

### **D.1.2.2. Duties**

Department/Division Assistant Chairs shall be Residential Faculty, as defined by the RFP, who are accountable for the supervision or management of a Department/Division within the college. Each Assistant Chair shall perform a subset of the duties set forth in Section D.1.1.2. above as assigned by the Chair.

## **D.1.3. Evaluation**

Each Department/Division Chair and Assistant Chair (if any) shall be evaluated by the appropriate Vice President, or designee, in the spring of each year in a manner prescribed by the College Plan. The evaluation shall include a review of the current year as well as plans for the following year. Additionally, each Department/Division Chair and Assistant Chair (if any) shall be evaluated annually by the Residential Faculty members in the Department/Division in a manner to be specified in the College Plan.

## **D.2. Non-Chair Supervisory Roles**

Based on the needs of the Department/Division, the Department/Division Chair may select one or more individuals from the Residential Faculty of the Department/Division to serve in the following non-chair supervisory roles.

### **D.2.1. Occupational Program Director**

#### **D.2.1.1. Duties**

Each Occupational Program Director shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- D.2.1.2.1.** Oversee occupational program (e.g., supervise faculty and staff, administer Advisory Council meetings)
- D.2.1.2.2.** Coordinate completion of required program reports (e.g., program reviews)
- D.2.1.2.3.** Recruit, mentor, and evaluate Adjunct Faculty
- D.2.1.2.4.** Plan, manage, and oversee the program schedule
- D.2.1.2.5.** Ensure allocated resources are used effectively and efficiently

- D.2.1.2.6.** Facilitate the selection of the appropriate Instructional Council(s) representative(s)

## **D.2.2. Academic Program Director**

### **D.2.2.1. Duties**

Each Academic Program Director shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- D.2.2.2.1.** Oversee academic program
- D.2.2.2.2.** Coordinate completion of required program reports
- D.2.2.2.3.** Recruit, mentor, and evaluate Adjunct Faculty
- D.2.2.2.4.** Plan, manage, and oversee the program schedule
- D.2.2.2.5.** Ensure allocated resources are used effectively and efficiently
- D.2.2.2.6.** Facilitate the selection of the appropriate Instructional Council(s) representative(s)

## **D.2.3. Service Faculty Director**

### **D.2.3.1. Duties**

Each Service Faculty Director shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- D.2.3.2.1.** Oversee service faculty area (e.g., Library or Counseling Services)
- D.2.3.2.2.** Coordinate completion of required program reports
- D.2.3.2.3.** Recruit, mentor, and evaluate Adjunct Faculty
- D.2.3.2.4.** Plan, manage, and oversee the program schedule
- D.2.3.2.5.** Ensure allocated resources are used effectively and efficiently
- D.2.3.2.6.** Facilitate the selection of the appropriate Instructional Council(s) representative(s)

## **D.2.4. Lab Technician Supervisor**

### **D.2.4.1. Duties**

Each Lab Technician Supervisor shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- D.2.4.2.1.** Recruit, mentor, and evaluate lab technicians
- D.2.4.2.2.** Ensure allocated resources are used effectively and efficiently
- D.2.4.2.3.** Coordinate lab schedule in coordination with Chair or designee

## **D.2.5. Evaluation**

Residential Faculty serving as Non-Chair Supervisors shall be evaluated in the spring of each year in a manner prescribed by the appropriate Vice President and Department Chair. The evaluation shall include a review of the current year as well as the plans for the following year.

## **D.3. Non-Supervisory Leadership Roles**

Based on the needs of the Department/Division, the Department/Division Chair may select one or more individuals from the Residential Faculty of the Department/Division to serve in the following non-supervisory leadership roles.

### **D.3.1. Lead Faculty**

Each Lead Faculty shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- D.3.1.1.** Oversee a specific discipline or cluster of disciplines
- D.3.1.2.** Recruit, mentor, and evaluate Adjunct Faculty of a discipline or cluster of disciplines
- D.3.1.3.** Plan, manage, and oversee the class schedule of a discipline or cluster of disciplines

### **D.3.2. Course Coordinator**

Each Course Coordinator shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- D.3.2.1.** Oversee the instruction of a particular course taught by Adjunct Faculty
- D.3.2.2.** Recruit, mentor, and evaluate qualified Adjunct Faculty for a particular course
- D.3.2.3.** Plan, manage, and oversee the course schedule for a particular course

### **D.3.3. Clinical Coordinator**

Each Clinical Coordinator shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- D.3.3.1.** Oversee and coordinate the schedule of clinical activities in coordination with the Chair or designee
- D.3.3.2.** Coordinate, monitor, and assign clinical care activities in coordination with the Chair or designee
- D.3.3.2.** Recruit, mentor, and evaluate Adjunct Faculty
- D.3.3.2.** Facilitate meetings, trainings, and required documentation for clinical coordination

### **D.3.4. Adjunct Faculty Evaluator**

Each Adjunct Faculty Evaluator shall evaluate the teaching of assigned Adjunct Faculty in addition to any duties and responsibilities articulated in the College Plan.

## **D.4. Leadership Accountability**

### **D.4.1. On-Site Presence**

All individuals serving in leadership roles shall be available in-person to Faculty, staff, and students. The specific on-site days and hours will be determined in consultation with the Department/Division Chair, Occupational or Academic Program Director, Service Faculty Director, or appropriate instructional administrator. Hours will be scheduled and posted.

### **D.4.2. Off-Campus Accountability**



All individuals serving in leadership roles shall be available via e-mail and/or phone during hours determined in consultation with the Department/Division Chair, Occupational or Academic Program Director, Service Faculty Director or appropriate instructional administrator.

**D.5. Remuneration** [SECTION TO BE NEGOTIATED DURING AY 2017-18. PROPOSED POLICY LANGUAGE WILL BE SUBJECT TO RATIFICATION IN MAY 2018 AND EFFECTIVE AT THE BEGINNING OF FALL 2018 FACULTY ACCOUNTABILITY]. Sections to be CONSIDERED FOR REVISION are:

- D.1.3.
- D.1.4
- D.1.5
- D.1.5.1
- D.1.5.2
- D.1.5.3
- D.1.6.
- D.1.8.
- D.2.2.
- D.2.3.
- D.2.4.

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