

## ARTICLE 6

### DIVISION/DEPARTMENTS

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- 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. Be available or designate a colleague to respond to urgent communications during breaks.

- 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 catalog 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, maintenance, and regular review of departmental guidelines/bylaws.
- 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.
- 6.2.3.2.30 Coordinate or assign the coordination of career or technical education certificate programs as defined below.
  - 6.2.3.2.30.1 Identified by career or technical education SAM code.
  - 6.2.3.2.30.2 The program offers at least one certificate of achievement that has a program goal of career or technical education certification or degree.
  - 6.2.3.2.30.3 The program has an advisory group made up of community members that meets at least once each semester to advise the program coordinator.
  - 6.2.3.2.30.4 Program coordinators who fail to meet the requirements above shall be ineligible for coordinator compensation as found in Article 11.1 in the subsequent semester.

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 performance based upon the relevant areas of the department chair description.

6.2.3.3.4 The department will then meet with the department chair to discuss the findings of the peer review and take appropriate action if necessary.

6.2.4 Non-Departmentalized Areas: Where sixty percent (60%) of the regular and contract faculty in a division has not formed into departments, that faculty may form one (1) non-departmentalized faculty group for the purpose of facilitating faculty participation in the operations listed in Section 6.4, below.

6.2.4.1 Election/Term: Where a non-departmentalized group is formed, the chairperson shall be elected for a two (2) year term from and by the regular and contract employees of the non-departmentalized division. Such chairperson may be recalled by a two-thirds (2/3) vote of the same constituency.

6.3 **ESTABLISHMENT/CHANGE/ABOLISHMENT:** District shall notify the United Faculty for consultation prior to establishing, changing, or abolishing any recognized department structure.

6.3.1 Any adverse effect within the scope of bargaining on faculty members resulting from such establishment, change or abolishment shall be immediately negotiated with the United Faculty on request.

6.3.2 Management may offer assistance to the affected faculty in initial organization of departments. Such assistance is not mandatory, but is desirable and may be communicated in either written or oral form.

6.4 **PARTICIPATORY AREAS:** The following are areas of participation for departments:

- 6.4.1 Budget: Faculty in departments make budget requests for instructional programs. The appropriate division committee reviews such requests and makes recommendations. Faculty in departments recommend procedures for distribution of discretionary funds allocated to those departments.
- 6.4.2 Scheduling: Faculty in departments prepare and recommend teaching schedules and room assignments in accordance with Article 8 of this contract.
- 6.4.3 Hiring: District Human Resources shall provide support for all full-time faculty recruitments. Support will include, but will not be limited to:
1. Conducting initial paper-screening of all applicants for minimum qualifications. Applications will be sorted into three groups: those that meet minimum qualifications; those that do not meet minimum qualifications; and those that might meet minimum qualifications (or might meet equivalency standards). All three groups of applications will be forwarded to the paper-screening committee.
  2. Handling and investigating all complaints related to recruitment initiated by an applicant, committee member, or anyone involved in the recruitment process.
  3. Making training available to all faculty on Diversity in Hiring in accordance with Title 5 53003 (c) (4).
  4. Making training available to all full-time faculty and academic managers that will qualify them to be Equal Employment Opportunity (EEO) Representatives on hiring committees.
- 6.4.3.1 Faculty who serve on hiring committees are required to have completed Diversity in Hiring training at least once in the two years preceding serving on the committee.
- 6.4.3.2 Every full-time faculty hiring committee shall have one manager who has completed the EEO-Representative training assigned as the EEO Representative. Every part-time faculty hiring committee shall select one full-time faculty member who has completed the EEO Representative training to be the EEO Representative. EEO representatives may also serve as voting members of the hiring committees on which they serve. A manager on a full-time hiring committee may serve as an EEO Representative for both paper screening and interview team but may only be a voting member of the interview team.
- 6.4.3.2.1 The role and responsibilities of the EEO Representative are to serve as advisor to the committee on EEO issues and to be a liaison to District HR when there are procedural questions or when EEO issues come up.
- 6.4.3.3 The paper screening committee for faculty shall be selected according to department regulations and shall consist of no less than two (2) regular faculty members, or, if necessary, one regular and one contract III faculty member.
- 6.4.3.4 One hourly rate (part-time) instructor shall be guaranteed a screening interview for a full-time faculty position for which he/she meets the minimum qualifications. The applicant to be interviewed shall be determined through the established paper screening process.

6.4.3.5 Faculty shall participate in the screening of applications and in the screening interview of such classified employees as serve in a direct relationship to the instruction or student service program or fall under a department where such screening is not in conflict with contract provisions of the classified units.

6.4.3.6 An interviewing team shall be selected according to department regulations and shall consist of no less than two (2) and no more than five (5) regular faculty members and a voting manager. The interviewing team shall be chosen and submitted by the department and agreed to by the college president. The same team shall interview all of the candidates who are invited to a screening interview.

6.4.3.6.1 Where a department has two (2) positions authorized to it and one (1) of those positions is to be filled, the interviewing committee used in filling it shall be jointly chosen by the remaining faculty member and the Faculty Senate President in consultation with the division chairperson and Dean. The committee structure shall be the same as described in 6.4.3.6.

1. Each department shall develop instruments for the rating of the candidates. Such instruments shall be the property of the District.
2. Such instruments and/or questions shall be reviewed and approved by the District. If the District does not approve the department's rating instruments, the District shall consult with the department to resolve the differences. Personal notes and/or information placed on the official rating sheets shall remain the property of the District.
3. Any and all personal notes and/or information developed by individual team members shall remain the property of the team member.
4. The interviewing team shall recommend at least two (2), preferably three-five (3-5), of the best qualified applicants, without indicating any preferences, for consideration by management. After management interviews the referred applicants, management shall meet with the faculty team that conducted the screening interview to discuss the ranking of the candidates and the president's proposed recommendation to the Chancellor and the Governing Board. The College President may also invite the paper-screening committee to the hiring discussion. After the meeting, a manager designated by the College President checks references on the tentative

selection(s). If the faculty interview committee so desires, one faculty member will review all reference checks with the manager.

5. Management shall make the final selection based upon the recommendations of the interviewing team, and its own evaluation. If the college president and the interview team do not reach agreement regarding the candidate interviewed under this procedure, both recommendations shall be forwarded to the Chancellor for a final recommendation to the Governing Board.
6. With the concurrence of the appropriate department these hiring procedures may be waived for part-time temporary faculty employees.
7. Faculty may be invited to participate in the selection of management personnel at the discretion of the Chancellor, or the Chancellor's designee.

6.4.3.6.2 Where a department has one (1) position authorized to it (meaning that there is only one full-time position in the department and it is vacant and being filled), the interviewing committee used in filling such position shall be chosen by the Faculty Senate President in consultation with the Dean. The committee structure shall be the same as described in 6.4.3.6.

- 6.4.4 Staffing: Faculty in departments can make recommendations through the division chairperson on such matters as staffing needs, enrollment trends, use of part-time staff, and affirmative action programs.
- 6.4.5 Curriculum: Following department procedures, faculty can make recommendations for new courses or curriculum changes to the appropriate committee dealing with curriculum and instruction as constituted at the local campus.
- 6.4.6 Facilities: Faculty in departments can make recommendations for the use of facilities.
- 6.4.7 Staff Development: All faculty and staff development monies shall be distributed to the colleges on a basis proportional to the number of faculty FTE at each college. The college monies shall then be allocated at the college by mutual agreement between the college staff development committee and the management designee. Faculty in departments may formulate in-service training recommendations. In-service training programs for the improvement of instruction in departments shall not be undertaken without the consideration and approval of the affected group.

6.5 **DISTRICT HAS FINAL RESPONSIBILITY AND AUTHORITY:** Notwithstanding any of the above, District management has final responsibility and authority for all District operations.

6.6

**WRITTEN RECOMMENDATION NOT ACCEPTED:** When management does not accept a written recommendation of the department the appropriate chairperson shall be notified in writing of the action and the reason(s) therefore.