

G. Miscellaneous Provisions

1. No faculty member shall be required to serve as a Department Chair.
2. A Department Chair who elects to resign his or her position shall provide at least 30 day notice in writing of such intention to both the President and the members of the department.

DEPARTMENT CHAIR DUTIES

The Department Chair is a faculty leadership position with responsibility for an instructional department as designated by the District. While the Department Chair is a faculty member and does not have the authority to discipline other faculty, the Department Chair does have the responsibility to carry out policies formulated by the District and the Department, and the responsibility to report unresolved problems or violations of District policy to the appropriate administrator, and the responsibility to coordinate the activities of the department. The Department Chair receives compensation as provided for in Appendix G of this contract and performs the duties set below. Chairs are first and foremost faculty. To do their jobs effectively, they shall be provided by the Administration with appropriate data in already usable form and given sufficient windows of time in which to complete scheduling and other essential functions.

- A. Provides opportunity for faculty participation in decision-making, maintains appropriate office hours, convenes and chairs regular meetings of the department, and communicates actions and information concerning District policies and procedures. Attends campus chair meetings.
- B. Oversees the integrity of programs and courses within the department by ensuring that individual courses are taught according to the approved course outlines through coordinating and participating in the faculty evaluation processes for full- and part-time faculty as outlined in the negotiated contract Article XI.
- C. Within parameters established by the District/College, develops class schedules—offerings, locations, times, rooms—and prepares teaching assignments to recommend to the College, which maintains right of assignment.
- D. Provides leadership for program and curriculum planning and development as well as leadership in developing, advocating, and accomplishing departmental objectives through overseeing assessment efforts, coordinating the program review process and the formulation of reports for the Office of Academic Affairs/Services, and providing guidance on

grading and performance standards.

- E. Recruits, interviews, and recommends for employment appropriate part-time faculty and substitutes to meet the needs of the department in accordance with District policies, and provides leadership for part-time faculty through coordinating orientation, mentoring, and providing instructional materials.
- F. Monitors procedures—such as credit by examination, course substitutions, grade changes, incomplete contracts—and student petitions regarding adds, drops, and complaints.
- G. Mediates student complaints in accordance with College and District policies.
- H. In accordance with departmental policy, monitors book orders and instructional materials, and orders and promotes appropriate library resource development.
- I. Monitors area facilities and equipment and communicates maintenance needs to the appropriate resource.
- J. Develops and recommends the department budget, oversees expenditures including travel requests, and maintains fiscal controls.
- K. Depending on the needs of the department, coordinates the activities of the allocated classified staff of the department and participates in the evaluation process of classified personnel.
- L. Serves as an ex officio member of subcommittees if the department has these and maintains records of their actions.
- M. Represents the department with community, governmental agencies, and advisory groups.
- N. Encourages continued study and participation in professional organizations to maintain an understanding of current ideas, research, and practices related to the discipline, by passing on to faculty members in the department notices that come to the chair regarding professional development opportunities, conferences, etc.

DEPARTMENTAL OPERATIONS

The Department is an academic unit of the College and has the responsibility for the academic disciplines under its jurisdiction. Under the convening