

ARTICLE 21: DEPARTMENT CHAIR PROVISION

1 **Statement of Purpose:**

2 This document establishes definitions as they related to department chairs, outlines the duties and
3 responsibilities of a chair, establishes compensation levels, and provides a procedure for the election,
4 evaluations, and removal of a chair.

5 **Definitions**

Discipline:	A specific course of study.
Department:	A group of disciplines whose faculty members, with the approval of the appropriate educational administrator, have agreed to act as a single unit for the purposes of coordinating the program(s). A department must consist of a minimum of 1.0 FTEF.
Department Chair:	A faculty member who has been designated by the members of the department by election or other means as described later to work with the appropriate educational administrator to facilitate department matters.
Appropriate Educational Administrator:	For example, one of the following: Vice President, Dean, or Associate Dean.

6 If a department has a coordinator who already performs the duties as defined in this article, there will not
7 be a department chair for that department.

8 **Determination of Departments**

9 Each division shall determine the composition of the departments within the division based upon the
10 definition above.

11 It is recognized that related disciplines can cluster to act as a department. It is further recognized that
12 disciplines may need to separate from larger departments. When such occasions arise, the appropriate
13 educational administrator(s) will work with the discipline to develop a recommendation. That
14 recommendation will be sent forward for consideration to a review panel consisting of the Vice President
15 of Instruction, the appropriate educational administrator (AEA), an Academic Senate representative and a
16 representative from SCFA. Distribution of any additional costs associated with such revisions, or savings
17 there from, shall be determined at the SCFA – District negotiations table or, if necessary, at MINT (Mutual
18 Interest Negotiations Team).

19 **Duties and Responsibilities**

20 The primary role of a department chair is that of liaison between the department members, all
21 instructional sites, and the AEA, gaining consensus among department members and representing the
22 department. In addition, a chair engages in multiple tasks generally beyond the responsibilities of a
23 regular faculty member.

24 The following are the primary duties and responsibilities normally expected of a department chair. Since

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1 the complexities of the tasks will vary by department, each educational administrator will work closely
2 with the department chair and the department to determine the specific priorities for the department.

- 3 • Advises and assists the AEA in the creation of department course schedules and faculty
4 teaching assignments.
- 5 • Chairs departmental meetings.
- 6 • Participates in meetings of department chairs.
- 7 • Facilitates preparation and implementation of the department budget.
- 8 • Facilitates planning for and utilization of equipment and facilities.
- 9 • Facilitates review, development and implementation of department curricula.
- 10 • Facilitates departmental Planning Assessment Reports (PAR).
- 11 • Represents the department in the development of division priorities.
- 12 • Assists in evaluating department classified staff when appropriate.
- 13 • Works with the AEA in recruitment and selection of part-time faculty.
- 14 • Works with the AEA in the evaluation of part-time faculty as appropriate.
- 15 • Works with the AEA to deal with student complaints as appropriate.
- 16 • Represents the department to the community when appropriate.
- 17 • Attends department advisory committee meetings.
- 18 • Organizes and facilitates Planning and Assessment Day activities.
- 19 • Facilitates the discussion, analysis, and reporting of program/course outcomes.
- 20

21 In the exercise of these duties and responsibilities, department chairs are under the limitations specified in
22 the Educational Employment Relations Act codified at Government Code Section 3540.1(m), as well as
23 Educational Code section 87610.1(e). Any duties of a management or supervisory nature can only be
24 performed in an incidental manner, and department chairs cannot perform those duties independently –
25 they can only assist and advise the AEA, who remains responsible for the performance of those duties.
26 Supervisory duties include, but are not limited to, creating course assignments, hiring part-time faculty,
27 and managing part-time faculty or any other employees of the District.

28 **Compensation**

29 Department chair compensation will be in the form of a stipend, unless a department chair needs
30 reassigned time to achieve a full base load. Stipend equivalents of reassigned time will be calculated using
31 each department chair's current rate on the overload pay schedule. A department chair's compensation
32 will be divided between reassigned time and a stipend if less than the full compensation amount is needed
33 to reach a full base load.

34 Placement on the schedule below for reassigned time or stipends will be based on the number of FTEF in
35 the department. FTEF shall be taken from the prior year's Fall Productivity Report from the District
36 Research Office.

FTEF	Stipend or Reassigned Time
0-2.99	\$1,000 stipend per semester
3.0-12.99	20% reassigned time or stipend equivalent per semester
13.00-22.99	40% reassigned time or stipend equivalent per semester

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23.00 or more	60% reassigned time or stipend equivalent per semester
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2 **ELECTION OF DEPARTMENT CHAIRS**

3 **Eligibility**

4 Only full-time tenured and tenure-track faculty members of a department may be considered for the
5 position of chair.

6 Department chairs are elected by eligible department members.

7 Department members who are eligible to vote include all full-time faculty, and those part-time faculty who
8 have attained seniority rights within the department and taught for at least one semester during the
9 current academic year.

10 A full-time faculty member will be eligible to vote in all departments in which he or she has taught during
11 the current academic year (either as part of regular load or as an overload). A part-time faculty member
12 will be eligible to vote in all departments in which he or she meets the requirements above.

13 **Term**

14 Chairs will serve a two year term. Terms begin July 1 of the first year and end June 30 of the second year.

15 **Nominations**

16 The AEA will notify all eligible department members of the election procedure and deadlines for submission of
17 nominations.

18 Any eligible department member interested in serving as department chair shall submit a memo of intent
19 in writing, submitted by paper copy or email, to the AEA prior to the deadline.

20 Additional nominations may be made by members of the department with the approval of the person
21 being nominated.

22 If only one member of a department is eligible to run for chair, the AEA can appoint that faculty member
23 as chair without election.

24 If only one member of a department is nominated for chair at the close of the nomination period, the
25 deadline to indicate intent to serve will be extended by three business days. If at the end of the extended
26 deadline there is still only one nominee, the AEA can appoint that faculty member as chair without
27 conducting an election.

28 **Election Procedure**

29 All department chair elections will be conducted on the same timeline during the month of April, with
30 exact dates to be established by the division deans, and completed by May 1.

31 All balloting will be done electronically through Sierra College email and conducted by the Research Office.

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1 Ballots will remain confidential and the results will be certified and reported by the Research Office.

2 To be elected, a candidate must receive a majority of the ballots cast. If no candidate emerges with the
3 majority of the votes cast, a run-off election shall be held between the top two candidates.

4 Should any nominated department member wish to question the results of a department chair election,
5 they may submit a request to the Joint Review Committee (JRC as referenced in Article 18) and the JRC may
6 elect to review the election results. In the event the JRC agrees to review the election results, all nominees
7 and the AEA will be notified of the request and the review. The JRC does not possess the authority to
8 change or overturn an election, but rather only to make recommendations to the AEA and the department
9 after reviewing the election results.

10 **Appointment in Lieu of Election of department Chair**

11 If there are no candidates for the office of department chair, the AEA may appoint an interim department
12 chair.

13 **PERFORMANCE EVALUATION**

14 All department chairs will be evaluated during the second semester of each term, as described in Article
15 18, Section 6. The evaluation will be conducted by the AEA and will include surveys of the department
16 faculty. This process will be used only to evaluate the faculty member's performance as chair and shall not
17 become part of the official personnel record or file.

18 In addition to this scheduled evaluation, chairs may be evaluated as necessary by the AEA.

19 **DEPARTMENT CHAIR RECALL OR REMOVAL**

20 **Faculty Recall:**

21 Recall requires two-thirds of the votes cast. A recall election may be instituted by a petition signed by 30%
22 of the full-time faculty in the department and filed with the AEA. The reasons for recall must be stated.
23 The department chair shall have the opportunity at a department meeting to answer to the reasons for
24 recall. The AEA shall oversee the process. The recall vote will be scheduled as soon as possible after the
25 receipt of the recall petition and the meeting held to discuss the recall.

26 Recall may be instituted no sooner than one semester after the chair takes office. A recalled department
27 chair shall not be eligible for the position of department chair until another chair has served in that
28 position and at least one year has elapsed since having been recalled. All balloting will be done
29 electronically through Sierra College email and conducted by the Research Office.

30 **Administrative Removal**

31 The AEA may conclude on the basis of the department chair performance evaluation material, his/her own
32 assessment or both, that the chair should no longer serve. Under these circumstances, the AEA has the
33 following options:

- 34 1. Call for a department chair election, with the current chair eligible to run.
- 35 2. Recommend removal of the chair through the Vice President of Instruction with notice given

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1 to the department. If the Vice President concurs with the AEA's recommendation, and no appeals
2 are received from the department (excluding the chair) by the Vice President within ten (10) days
3 of the receipt of the recommendation, the chair may be removed effective immediately or at the
4 end of the semester.

5 3. If the AEA's decision is appealed in writing by 30% of the full-time faculty of the department,
6 the Vice President must convene a meeting of the department to discuss the matter. The chair
7 and the AEA may be included in that meeting. Following the meeting, the Vice President may
8 remove the chair or not.

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