

Position: Faculty Chair

Reports To: Supervising Administrator

Compensation: 10 – 40% Reassigned Time or Equivalent Stipend p/ Academic Year

Role

The faculty chair provides leadership for their division and departments, representing faculty interests in administrative processes and decisions. Faculty serving in this position are expected to be thoughtful leaders and advocates, modeling and promoting excellence in teaching, service, and professional development for the benefit of students and the college.

Core Responsibilities (10% reassigned time or equivalent stipend)

All Divisions

- Advocate for faculty interests in administrative processes, discussions, and decisions through membership on the Academic Affairs Council and other institutional bodies as designated by the VPAA.
- Communicate the perspectives and needs of division faculty to the division administrator, Vice President of Academic Affairs, and other college programs and services and in turn, communicate the perspectives and interests of the administration to the division.
- Facilitate and support the work of program coordinators and division administrators in administrative processes including, but not limited to, unit plan and budget development, schedule development and teaching assignments, class cancellations, student complaints, and faculty hiring and evaluation processes.
- Represent the area on the Curriculum Committee and assist division faculty in curriculum processes. Facilitate inter-divisional curriculum discussions and work.*
- Serve on peer review teams for contract faculty.*
- Assist program coordinators to mentor new faculty on college processes and cultures; assist division deans to mentor new program coordinators.
- Work with department faculty, program coordinators, and division deans to maintain positive, constructive working relationships within the unit, assisting in communications and problem-solving as needed.

Other Responsibilities as Assigned (10 – 30% reassigned or equivalent stipend. Based on OAA Workload Table)

Assigned relative to division needs as determined by VPAA in consultation with the division dean and faculty. The items on this list will not apply to all chair positions.

- Assist program coordinators and the administrator of the division with routine program matters, tasks, and paperwork as needed.
- Support coordinators in developing program class schedules, making recommendations to coordinators and the division dean as necessary to ensure that schedules meet student needs.
- Chair division full-time faculty hiring committees as delegated by the Vice President.
- Chair division or department meetings.
- Assist program coordinators and the division dean in the equivalency review processes for faculty positions, as needed.
- Work with the dean and program / department coordinators to provide oversight for the integration of class schedules and teaching assignments among programs.
- Assist faculty, coordinators, and the division dean with the student complaint and grievance process, serving as the first point of contact for informal complaints.
- Work with coordinators and dean to facilitate pre-requisite challenges processes.
- Work with the program / department coordinators and division dean to facilitate part-time faculty hiring and assist in part-time faculty evaluation processes, as needed.

**These duties are subject to mutual agreement with the Academic Senate and cannot be implemented unilaterally by the District.*

Compensation:

Overall compensation capped at 40% reassigned time or equivalent stipend for the Faculty Chair within an overall 1.5 FTEF budget for all faculty chairs for the 2019-20 academic year.

- **Core duties:** compensated at 10% reassigned time or equivalent stipend. The work in this section is the same for all Chairs, regardless of the scale / scope of the division or department. The core duties and associated compensation can stack with program coordinator responsibilities and compensation with the overall cap noted above.
- **Other duties:** compensated at 10%, 15%, 20%, 25%, or 30% reassigned or equivalent stipend based on workload factors related to scale and scope of the administrative area, including:
 - FTES, FTEF, number of full and part-time faculty, number of academic departments / programs, number of faculty coordinators, number of services or support programs, and other workload factors including budget and facilities complexity and scale.

Selection of Faculty Chairs:

Faculty chairs will be selected through the election process set forth in AR 4610.