Department Chairs Duties

Direct Functions:

1. Acts as spokesperson and advocate for the department.
2. Coordinates interviews for associate faculty and makes hiring recommendations in accordance with BP 7120 and AP 7120-5.
3. Organizes and conducts any department meetings.
4. Responds to pre-requisite challenges.
5. Oversees recruitment for programs.
6. Facilitates department activities (e.g. retreats, workshops, poster sessions, and student conferences).
7. Addresses initial stages of requests for change of grade (after instructors and prior to Academic Senate President).
8. Recommends schedule, schedule growth, cancellations, faculty assignments, and load to the dean.
9. Recommends the hiring of associate faculty, instructional assistants, student workers, and substitute instructors to the dean.
10. Attends Department Chairs’ meetings, contributes agenda items before the meeting, and disseminates information from the meetings to department members.
11. Orient new full-time and associate faculty to departmental resources.
12. Prepares and submits support for equivalency requests
13. Maintains and updates auxiliary comparable titles lists for each discipline in the department annually.

Work with appropriate dean(s) to:

15. Evaluate full-time tenured faculty.
16. Complete state and federal reports.
17. Coordinate and submit program reviews.
18. Coordinate the hiring process for full-time faculty.
19. Approve advertisements for the schedule of classes.
20. Monitor budgets, including personnel expenses and departmental travel budgets [individual departments may elect to have 9811 and personnel budgets monitored and requests for budget transfers submitted partially or entirely by the dean].
21. Address faculty complaints and grievances.
22. Address initial stages of student grievances.
23. Develop and approve instructional equipment requests
Chairs relieved of the following duties:

1) Deans coordinate (but do not conduct) associate faculty evaluations.
2) Midsemester meetings are no longer required. [Optional midsemester meetings may be scheduled at department discretion]
3) Faculty secretaries coordinate textbook orders, including contacting department chairs for information on departmental adoptions for specific courses and TBA sections.
4) Department chairs no longer required to chair all Tenure Review committees (TRCs). As per PG&E changes, these can be chaired by other tenured department members with appropriate discipline expertise.
5) Fewer tenured faculty evaluations per year due to changes in peer evaluation schedule based on PG&E recommendations.
6) Deans orient new full-time and associate faculty to institutional resources, including keys, electronic access, portal information, paperwork, phones, mailboxes).
7) Growth faculty hiring requests folded into program review
8) Individual departments may elect to have deans monitor 9811 and personnel budgets to prevent overages and apply for transfers within the budget.
9) Deans address staff complaints and grievances
10) Deans monitor faculty absences and approve substitutions.

Department Chairs Meetings - 4 per semester, 1 retreat per year

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CALCULATING DEPARTMENT CHAIR REASSIGNED TIME

1) Reassigned time is set for 2011-2012

2) Reassigned time for 2012-2013 will be based on the average of Fall and Spring 2011-2012 FTEF as of Feb. 15, 2012.

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PROCESS FOR REQUEST FOR NEW NON-CHAIR CTE LEAD REASSIGNED TIME

Draft in progress.

TO BE DISCUSSED IN FALL - Summer 2012 compensation formula