CHAPTER: Personnel – Faculty and Administrators

Temporary Employee

When a temporary employee serves for at least seventy-five percent (75%) of the days in a regular academic year and performs duties normally required of a faculty member, he/she shall be deemed to have served a complete school year as a contract employee if employed as a contract employee for the following year.
A department supervisor who identifies an individual to serve as a volunteer must submit one completed copy of Form V-I to the Personnel Office for processing and approval of the Superintendent/President or his//her designee.

Upon approval by the Superintendent/President, the Personnel Office sends form letter V-2 to the volunteer with a copy to the supervisor. An entry is made in the Workers Compensation file.

If the request is disapproved, the supervisor shall be informed by memo of the rejection and the reasons therefor.

Recommendation should include an assessment of the physical condition of the volunteer to perform specified services, as the physical condition must be adequate for the physical stresses of the job.

Volunteers must not be recommended to provide services in the handling of cash, stamps, postage meter, ticket merchandise or food sales, etc., because the District's insurance covers only employees for such duties.

Liability exposures for operating district-owned vehicles are not covered by the District's insurance. Volunteers should not be permitted to operate any district vehicle. They may drive their own vehicle as a volunteer provided they meet district requirements for insurance coverage.

Confidentiality of information relating to students and employees in official records must be maintained. The supervisor of such records should ensure that volunteers working in areas where such records are maintained, do not obtain access to these records.
CHAPTER: Personnel – Faculty and Administrators

Tenure Track Faculty

a. Equal Employment Opportunity

All participants in the process shall receive training in the equal employment procedures. The Equal Employment Officer (Human Resources Director) shall serve as a consultant on district and state guidelines while monitoring the District’s equal employment procedures, including review of job announcements, composition and procedures of selection committees, and adequacy of the applicant pool. The Equal Employment Officer shall review the procedures used in evaluation of applications and applicants.

b. Position Identification and Search

The need for growth and replacement contract faculty positions shall be cooperatively determined through a well defined, thoughtful planning process involving college administrators, the Academic Senate, and faculty in the subject-area departments. The appropriate subject-area faculty, together with the first-line administrator, shall develop the faculty job announcement, including requirements, and desired characteristics. Where appropriate, they may establish criteria for hiring that go well beyond the minimum qualifications set by the Chancellor’s office. These job announcements shall be reviewed by the Vice President of Instructional Services/Student Services and Human Resources Director to ensure conformity with the College’s equal opportunity commitments.

The need for new contract faculty positions in new programs/services shall be determined through the District’s Total Cost of Ownership (TCO) process. Such new programs/services must have been previously approved by the Academic Senate Council via the Academic Master Plan Committee (AMPC).

To provide ample time to research advertising resources, the Hiring Committee chair will provide Human Resources with a list of all requests for replacement and growth contract faculty positions submitted for consideration.

Effective Date: 11/5/02
Adoption History: Revised 4/15/03, 2/17/04, 6/13/06

MiraCosta Community College District
c. **Expectations for Search**

Faculty members in the hiring department will assume an active role in the recruiting process. The advertising period should be of sufficient length to allow for wide distribution and response to help obtain a large and balanced pool of applicants. If the pool does not have a sufficient number of qualified applicants, the department chair and/or first-line administrator shall consult with the division vice president and Superintendent/President to determine whether the closing date should be extended.

d. **Selection Committee**

The selection committee shall consist of at least four faculty members, tenured if available and so desired by the department, appointed by the department chair or lead faculty member and first-line administrator of the discipline or subject area in consultation with the Academic Senate President. Untenured participants, desired by the department, may be appointed by the department chair or lead faculty member and first-line administrator of the discipline or subject area in consultation with the Academic Senate President. If available, the lead faculty member will assume the role of department chair in areas where there is no department chair; otherwise, the first-line administrator will assume this role. The department chair (if any) shall be one of the faculty members appointed. The first-line administrator also shall be a member of the committee. The vice president may request that a second administrator serve on the selection committee. When faculty members are being hired, the majority of the selection committee shall be composed of faculty. When specific expertise is required, a faculty member may be appointed from the subject area at another college or university, or an industry representative or community member may be appointed. The Academic Senate President also may appoint a classified staff member and/or a student to the selection committee. All members of the selection committee shall review and be knowledgeable about the equal employment policy and procedures of the District. Each committee will be assigned an Equal Opportunity representative from a different department and responsible Dean. The EEO representative will be a voting member of the committee. The Equal Employment Officer shall review the composition of the committee with the Senate President or his/her representative. The initial meeting of the committee shall be arranged by the first-line administrator or department chair; the committee then shall select a chair who shall be a faculty member (when possible) from the discipline or subject area.

e. **Review of Applications**

The department, in consultation with the first-line administrator, develops the desired review criteria for the paper screening and submits them to the Equal Employment Officer for review and inclusion with applications. The Human Resources Office screens applications to assess minimum qualifications. Members of the selection committee shall review all completed applications and select applicants for an interview who best meet the criteria. Human Resources will provide each committee with a list of impermissible factors to be used in screening out applicants (e.g., excluding handwritten applications, perceived assumptions of university quality, etc.). If the number of applications received is large, a system of rotational reading will be used by the committee for screening in two rounds.
When applicants attempt to meet the minimum qualifications through equivalencies, the subject-matter specialist(s) shall evaluate the evidence.

The Human Resources technician will call those applicants selected for an interview. They will send standardized information, including an invitation for a campus tour with a student ambassador. It will contain a link to the college’s website where additional information about the college can be found.

Once the committee selects candidates to be interviewed, Human Resources will send a letter to the candidates not chosen.

f. Interview and Evaluation of Candidates

The selection committee shall evaluate candidates interviewed according to the following criteria: subject-area knowledge and competency; teaching and communication skills; commitment to professional growth and service; commitment to collegial governance; potential for overall college effectiveness; and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the District’s students.

The committee shall conduct interviews and use a rating system to evaluate responses.

Because faculty members must write curricula and evaluations; communicate using email; compose syllabi, reports, grants, web pages, etc., each applicant will be asked to address a timed writing assignment. Teaching demonstrations or other performance tasks such as social interactions with the committee (i.e. lunch or dinner), fishbowl exercises, etc., may be used.

Individual committee members must be present for each interview in order to participate in the evaluation of candidates.

g. Recommendation of the Finalists

The selection committee chair shall lead the committee discussion regarding strengths and weaknesses of the candidates and complete an interview summary form for each finalist. The committee may include written comments for each candidate as a further means of communicating its recommendations.

The committee shall recommend at least two best qualified candidates (unless the applicant pool is unusually small), to the Vice President and Superintendent/President for final consideration. If only one finalist can be recommended, the Superintendent/President has the right to determine that the search is not adequate. Named references will be contacted by Human Resources on all finalists before the final interviews are conducted. Human Resources will attempt to provide a summary of the information and areas for follow up to the Superintendent/President and Vice President by the time the final interviews are conducted.

All candidates from out of the southern California area will be offered a reasonable travel allowance for the final interview (for hard to fill positions it may also be provided for the first round of interviews).
The Superintendent/President and Vice President shall review the selection committee's written comments. The Superintendent/President and Vice President will interview the finalists and conduct additional reference checks. If the Superintendent/President wishes to see applicants who were not forwarded as finalists, he/she may review applications of individuals and request that the committee interview no more than two of these.

Final hiring decisions are made whenever possible during the regular academic year and promptly communicated to the committee chair, dean and Senate President.

Prior to the selection of the successful candidate, the Vice President shall consult regarding the decision with the selection committee chair, the department chair, and the Academic Senate President. If exceptional circumstances exist why the Superintendent/President cannot choose any of the candidates recommended, he/she shall meet with the selection committee to discuss these issues. If the selection committee and the Superintendent/President cannot reach an agreement on a recommendation, then the Superintendent/President shall put his/her objection in writing to the selection committee and to the Academic Senate President, and the position shall be reopened. If necessary, a meeting will be scheduled for the Superintendent/President and Vice President to meet with the committee members to discuss the outcome.

The selection of the finalist to be recommended to the Board of Trustees shall be made by the Superintendent/President.

h. Offers and Notification to Finalists

Only Human Resources is authorized to make formal employment offers and discuss compensation, benefits, conditions of employment, etc. The Vice President will then call the candidate as soon as possible for further discussion and welcome. Committee members will be notified by Human Resources once an offer has been accepted. Human Resources will notify as soon as possible all semi-finalists and finalists not hired.
CHAPTER:  Personnel—Faculty and Administrators

Associate Faculty

A. Recruitment

The departments/programs shall identify subject areas which will need faculty members as each schedule is developed. The chair/lead instructor shall notify the Human Resources Department if recruiting advertisements are needed. If desired, advertisements for positions will be placed throughout southern California. Advertisements will contain minimum qualifications and state the part-time, non tenured nature of the positions.

B. Applications

Human Resources Department staff shall record the essential staff diversity information before forwarding the applications to the department/program, which determines whether qualified applicants are available. The Human Resources Department retains the applications for one year.

C. Selection

The department chair/lead instructor or designee and at least one other faculty member, whenever possible, will screen and review the applications and pick those to interview. Human Resources will notify applicants of their status. The chair/lead instructor or designee then completes the New Instructor Notice for each hire. The department chair/lead instructor, in an emergency, may recommend to the appropriate vice president that he/she make a one-semester appointment of persons who he/she believes meet the minimum qualifications.

* Individuals involved in the screening processes should be as specific as possible when reviewing evidence for the equivalency claim. Associate faculty applications are frequently incomplete; verification is impossible unless the applicant provides detailed information. The Human Resources Department cannot establish equivalency. That determination is a joint responsibility of the Department/Program with the required approval of the Dean and the Senate Equivalency Committee.
CHAPTER: Personnel—Faculty and Administrators

Equivalency

The hiring policies and procedures place the onus of responsibility for an equivalence claim on the applicant. Such a candidate for employment is required to complete not only the district application but also to provide transcripts or necessary supporting documents, plus a supplementary form which informs applicants of the criteria and evidence required to substantiate the claim.

The department reviews the packet, and the department chair/designee presents its recommendation to the Equivalency Committee. The department may delegate this function to the Screening Committee. Members are guided in their analysis of the evidence by the persuasiveness of the substantiation provided. The department representative brings to the Equivalency Committee both the packet (in sufficient copies) and his/her department’s recommendation.

A committee composed of two tenured faculty members nominated by the Senate President and confirmed by the Academic Senate Council, plus the Vice President, Instructional Services, meet as needed to review departmental recommendations for waivers to the minimum hiring qualifications. Two non-voting resource persons regularly meet with the committee, one representing the Human Resources Office and one the department. Other resource persons may be invited to counsel the committee.

The Equivalency Committee reviews the documentation on one or more of the following: foreign degree, non-traditional course work, research and publishing, evidence of eminence, etc. It then deliberates and makes a recommendation to the Senate Council. If approved by the Senate Council, the recommendation will be forwarded to the Governing Board via the Superintendent/President.

Any department wishing to appeal the findings of the Equivalency Committee is invited to present its case to Senate Council at the next available council meeting.
Following is the annual timetable for establishing and updating assignment of Faculty Service Areas:

- **By November 1,** Faculty Service Areas (FSAs) are established within credit departments course by course. As the curriculum changes, new FSAs are established. Departments will recommend the appropriate FSA when new courses are submitted for approval to the Academic Policies and Procedures Committee (AP&P).

- **By December 1,** the Senate via its subcommittee, AP&P, will have reviewed and recommended new FSAs to the Board of Trustees.

- **By January 31,** the Board will have received and acted upon the FSA additions and updates.

- **By February 1,** individuals on staff will have submitted official transcripts from regionally accredited institutions showing minimum qualifications for any FSA claimed. (Departments need not review these claims for FSAs unless individuals are asserting they possess the "equivalent" to minimum qualifications.)

- **By February 15,** Human Resources will notify all affected departments of faculty members claiming FSAs and make available supporting documentation.

- **By March 1,** departments will have received updated FSA lists and notified Human Resources which individuals possess competency.

- **By March 15,** any RIF notices will have been distributed.

The complete current list of Faculty Service Areas will be included as an appendix to the Policies and Procedures Manual.
CHAPTER: Personnel – Faculty and Administrators

Department Chairs - Compensation, Evaluation and Election/Recall

a. Compensation

Reassigned time for department chairs is determined by the department size: the number of full-time faculty plus the FTE of associated faculty in a department. To calculate the associate faculty FTE, the total hours scheduled to be taught by associate faculty divided by the standard faculty load in the department (exclusive of overload) by semester. This calculation will be signed off by the department chair before the start of the semester and approved by the Vice President, Instruction, and forwarded to the Human Resources/Payroll Department. Compensation consists of reassigned time and stipend hours.

A portion of the reassigned time allowed for a department chair may be converted to a stipend. Stipends will be paid at the individual’s hourly overload rate, using the following formula:

Each 1% released time = 5.56 hours stipend per semester. (Cap of 111 hours) = limit of 20% of compensation that can be converted to stipend.

A minimum of 60% of the compensation available under the formula is reserved for the chair. Remaining forty percent (40%) of the department's total compensation could be designated solely to the chair or divided among the chair and/or other full-time department members who are performing significant program administration and consequently reducing the workload of the chair. If the department cannot reach consensus on an equitable distribution of the remaining stipend, all of the stipend will be paid to the chair. Stipend will be designated in hours, to be paid at each individual’s hourly overload rate. Only stipend may be designated, not reassigned time.

The choice of reassigned time/stipend may be different for fall and spring semester. It is also permissible to transfer reassigned time between semesters within a given academic year. The department chair (or chair-elect) must notify the Office of Instruction of her/his choice of reassigned time and stipend (for both fall and spring) by the end of the preceding academic year.

A grid that illustrates various combinations for converting reassigned time to stipend will be included as a part of this procedure.

b. Evaluation

The Vice President, Instructional Services, may recommend removal of a department chair from office at any time after the first evaluation period if the functioning of the department is being hindered by the inability or unwillingness of the chair to work with the Office of Instructional Services. In such an event, the Vice President, Instructional Services, will follow due process
involving an ad hoc committee. The four-person ad hoc committee will be comprised of the Senate President, his/her appointee and the Vice President, Instructional Services, plus his/her appointee.

The department chairs will be evaluated by full-time and adjunct faculty members of the department before the end of the first semester of a chair's tenure and thereafter if performance is found to be substandard. The evaluation process will involve an objective instrument akin to those used for other kinds of campus evaluation.

c. Election/Recall

Elections will be held every two years by Feb. 1 of each year. They will involve all full-time members of the faculty who teach more than fifty percent (50%) percent in an individual department. Members will cast a secret ballot either at a meeting with all members voting and present, or through ballot collected by the department secretary. A record of the outcome will be contained in the department minutes, and a copy will be sent immediately to the Office of Instructional Services in order that changes be officially recorded.

Recall is a drastic, last-ditch procedure. Because of its implications for personal and professional damage, it should not be entered into lightly. As the faculty are professionals committed to the collegial process, they are advised to precede any recall attempt with the following actions: they should advise the department chair in writing or during a department meeting of any perceived deficiencies in sufficient time for the chair to correct his/her errors. They should also take advantage of the Academic Senate Council or its appointees to help resolve the problems to the satisfaction of the department members.

A single member of that department may petition for recall, citing written reasons for his or her request, for the matter to be placed on the agenda. Department chair must notify all other members of the department about the request in no fewer than five nor more than fifteen (15) working days that the matter is to be discussed at a department meeting. After an interim period of not less than thirty (30) nor more than forty-five (45) calendar days, the department must meet to vote. Two-thirds of the department must be present to vote on recall. Only full time faculty members are eligible to vote, and they will vote in the percentage of FTE they serve the department. The chair may be recalled by a simple majority of those voting. The minutes of the department meeting should reflect the outcome, but the debate itself should not be recorded. No chair can be subjected to more than one recall attempt per academic year.
## Summer Stipends for Department Chairs

To use: Locate the column that corresponds to the amount of reassigned time you want from the top row (listed both as a percentage as hours reassigned time over total load). Follow down the column until you reach the row that corresponds to your department size. The number there indicates your stipend, in hours per semester. If there is no number, that choice is not available.

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CHAPTER: Personnel – Faculty and Administrators

Department Chairs

A. Responsibilities

Accountable to: Departmental colleagues/Dean.
Personnel accountable for: Classified employees and student workers (under the direction of the dean).
Selection: Elected by department colleagues.
Responsibilities: Works collegially to ensure and facilitate the effective, efficient operation of the department, and serves as liaison with the administration.

Direct Functions:

1. Acts as spokesperson and advocate for the department.
2. Coordinates interviews for associate faculty positions and makes hiring recommendations in accordance with Procedure V.B-02.
3. Coordinates associate faculty evaluations.
4. Organizes and conducts mid-semester meetings that include associate faculty.
5. Organizes and conducts department meetings.
6. Responds to pre-requisite challenges.
7. Oversees recruitment for programs.
8. Coordinates textbook orders.
9. Plans and organizes department activities (e.g. retreats, workshops, poster sessions, and student conferences).
10. Addresses initial stages of grade disputes.
11. Chairs all tenure review committees.
12. Recommends schedule, schedule growth, cancellations, faculty assignments, and load to the dean.

Effective Date: 4/21/08               Adoption History: Updated/Reformatted (previously PR V.B-11) 4/21/08

MiraCosta Community College District
13. Recommends the hiring of associate faculty, instructional assistants, student workers, and substitute instructors to the dean.

14. Contributes agenda items for the department chairs meetings.

15. Orient new full-time and associate faculty to departmental and institutional resources.

Work with the appropriate dean(s) to:


17. Evaluate full-time tenured faculty.

18. Complete state and federal reports.

19. Complete program review.

20. Advocate for new full-time faculty and assist in the coordination of the hiring process.

21. Approve advertisements for the schedule of classes.

22. Monitor budgets excluding personnel and one-time expenses.

23. Address faculty and staff complaints and grievances.

24. Address student complaints and grievances.

25. Monitor faculty absences and substitutions.

26. Develop budget requests.

27. Develop instructional equipment requests.

28. Prepare initial equivalency requests.

B. Compensation

Department chair load/compensation formula will be calculated by February 28th of each year, using data from the previous summer and fall, and the current spring semester. Data will be gathered and load/compensation will be calculated by the Office of Instruction and provided to chairs. Chairs will use data provided to check the calculation, sign it, and return to the Office of Instruction by March 3. The total chair reassigned time will be the sum of the appropriate reassigned time factors as listed below:

1. Leadership - 20%

   Category intended to reflect the chair’s leadership duties including scheduling and leading department meetings, meeting with the dean, and serving as a voting member of Department Chairs Committee. The chair shall be both an advocate for the department and its members and a conduit of information between the department and the Office of Instruction, as well as between the department and Department Chairs Committee.

   These duties cannot be delegated to an assistant chair or program lead.
2. # of Full-time Equivalent Faculty (FTEF) + # of Full-Time Equivalent Instructional Associates

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<thead>
<tr>
<th>Range</th>
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<td>1-19</td>
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<tr>
<td>20-29</td>
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<tr>
<td>30-39</td>
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<td>40-49</td>
<td>8%</td>
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<tr>
<td>50-59</td>
<td>10%</td>
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<tr>
<td>60-69</td>
<td>12%</td>
</tr>
<tr>
<td>70-79</td>
<td>14%</td>
</tr>
<tr>
<td>80+</td>
<td>16%</td>
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</table>

Category intended to reflect Department Chair’s work with faculty and staff leadership.

Data on FTEF provided by enrollment management system (Does not include faculty on reassigned time). Data on FTEF in counseling and library calculated by Office of Instruction. Data on FTE of Instructional Associates provided by Human Resources.

3. # of Untenured Faculty

<table>
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<th>Range</th>
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<tbody>
<tr>
<td>1</td>
<td>2%</td>
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<tr>
<td>2-3</td>
<td>4%</td>
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<td>4-5</td>
<td>6%</td>
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<tr>
<td>6-8</td>
<td>8%</td>
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<tr>
<td>9-12</td>
<td>10%</td>
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<tr>
<td>13+</td>
<td>12%</td>
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</tbody>
</table>

Category intended to reflect Department Chair’s additional work in evaluation and hiring processes, and the orientation and training of new faculty.

Calculated by starting with current year’s untenured faculty, subtracting any faculty who will not be returning as untenured faculty, and adding full-time hires in process. Data provided by Professional Growth and Evaluation administrative assistant.

4. # of Sections Offered Per Year

<table>
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<tr>
<th>Range</th>
<th>Percentage</th>
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<tr>
<td>1-24</td>
<td>2%</td>
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<tr>
<td>25-49</td>
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<tr>
<td>50-74</td>
<td>6%</td>
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<tr>
<td>75-99</td>
<td>8%</td>
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<tr>
<td>100-149</td>
<td>10%</td>
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<tr>
<td>150-199</td>
<td>12%</td>
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<tr>
<td>200-249</td>
<td>14%</td>
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<tr>
<td>250-299</td>
<td>16%</td>
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<tr>
<td>300-349</td>
<td>18%</td>
</tr>
<tr>
<td>350+</td>
<td>20%</td>
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Category intended to reflect department chair’s work with scheduling.

Calculated using enrollment data from the previous summer and fall, and the current spring semester, including enrollment projections of positive attendance class enrollments for spring semester. Sections offered include shadow sections and sections added after schedules have been printed. They do not include classes that were cancelled, multiple sections taught simultaneously, sections added for rolling enrollment in a single class, sections of work experience, internship, or directed studies courses.
5. **# of Unduplicated Courses in Catalog Offered**

   Current catalog, current academic year, plus previous summer session
   1-9 = 1%
   10-24 = 4%
   25-49 = 7%
   50 - 99 = 10%
   100-199 = 12%
   200+ = 14%

   Category intended to reflect Department Chair's work with curriculum development

   Number of courses from the catalog actually scheduled, each counted only one time, regardless of frequency of scheduling. Include any new courses approved by AP&P after printing the catalog. Do not include courses scheduled but cancelled. Use catalog for the current academic year. Exclude Directed Studies, Work Experience, and Internships.

6. **# of Full-Time Equivalent Students Enrolled in Department's Classes Per Year**

   1-149 = 2%
   150-249 = 4%
   250-349 = 6%
   350-449 = 8%
   450-599 = 10%
   600-749 = 12%
   750-899 = 14%
   900-1099 = 16%
   1100+ = 18%

   Category intended to reflect Department Chair's work with students.

   Calculated using enrollment data from previous summer, fall and current spring semesters. All students in all classes are counted.

7. **# of Students at College for Counselors and Librarians**

   1% per 1,000 students

   Category intended to reflect Department Chair's work with students in counseling and library departments.

   Unduplicated headcount of students enrolled in credit courses at the college.

8. **Percentage of Courses with SLOs and Assessments implemented**

   1-24% = 1%
   25-49% = 3%
   50-74% = 5%
   75-100% = 10%

   Category intended to reflect Department Chair's work with assessment of learning and analysis of assessments to better prepare curriculum, pedagogy, and learning environments for future courses.
2008-09 will be calculated as 25-49%. For subsequent years, measure percentage of courses in SLO data warehouse with SLOs and assessments implemented. Courses need not be assessed every year, but need to be in the regular SLO assessment cycle.

9. **Budget (not including Personnel and One-Time Funds)**

<table>
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<th>Range</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>$5,000 - $29,999</td>
<td>2%</td>
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<tr>
<td>$30,000 - $89,999</td>
<td>4%</td>
</tr>
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<td>$90,000 - 149,999</td>
<td>6%</td>
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<tr>
<td>$150,000 - 209,999</td>
<td>8%</td>
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<tr>
<td>$210,000 - 324,999</td>
<td>10%</td>
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<tr>
<td>$325,000+</td>
<td>12%</td>
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</table>

Category intended to reflect Department chair's work with budget

Calculated based on data provided by Fiscal Services, using the current fiscal year budget.

10. **Participation in Program Review Process, including Curriculum Review, Data Review, and Yearly Progress Reports.**

Yes = 10%
No = 0
Full 6-year program review year = 20% (can be assigned to a program review lead)

Category intended to reflect Department Chair’s work with curriculum development, measurement of student success, and continuous improvement of instructional program.

Participation in program review process through submission of a completed Program Review, Data Review, or yearly progress report, according to the cycle. During the year when a department is undergoing full, six-year program review, an additional load factor (20% rather than 10%) is given.

11. **# of Pre-requisite Challenges per Year**

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<tr>
<td>1-4</td>
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<td>5-14</td>
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<td>50-74</td>
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<td>75+</td>
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Category intended to reflect Department Chair’s work with enforcing prerequisites.

Calculated based on data provided by Student Services for previous summer, fall, and current spring.

C. **Limit of Chair Compensation for a Single Chair**

The maximum compensation for a single department chair will be 60%, with the exception that a chair may take 67% total compensation, with the approval of the appropriate Vice President.

Chairs must take, at a minimum, the 20% leadership percentage as reassigned time. Exceptions can be made on a case-by-case basis, with written approval from the appropriate Vice President.
D. **Assistant Chairs**

If a department's calculation yields more than 60% compensation, the department assigns an assistant chair(s) or program leader(s). A department member(s) will be selected by a majority vote of all full-time department members. Neither chair nor assistant chair(s) or program leader(s) may exceed 60% total compensation (or 67% with approval of the appropriate Vice President).

E. **Sharing with other Department Members**

Departments may opt to share a portion of the chair's reassigned time between the instructors within the department that run particular programs, even when the department chair's total compensation does not equal more than 60%. The chair must retain, at a minimum, the 20% leadership reassigned time. A department can decide to change from sharing chair compensation to not sharing, or vice versa, or to change the percentage shared, by a majority vote of full-time department members, prior to a new department chair election, in an election year, or by mutual agreement in a nonelection year if circumstances have changed (e.g. sabbatical leave of assistant chair). The department's new agreement will take effect when the new department chair takes office after commencement.

F. **Summer Compensation**

The duties of chairs are year round. Summer pay will be calculated based on the following formula:

\[(\text{Preceding spring departmental FTEF} + 10) \times 2.2 \text{ hours paid at the overload rate.}\]

Summer stipends can be allocated to another department member(s), in whole or in part, with the approval of the department and the Office of Instruction. Chairs will work with deans to determine summer working schedule.

G. **Evaluation**

The Vice President, Instructional Services, may recommend removal of a department chair from office at any time after the first evaluation period if the functioning of the department is being hindered by the inability or unwillingness of the chair to work with the Office of Instructional Services. In such an event, the Vice President, Instructional Services, will follow due process involving an ad hoc committee. The four-person ad hoc committee will be comprised of the Senate President, his/her appointee and the Vice President, Instructional Services, plus his/her appointee.

The department chairs will be evaluated by full-time and adjunct faculty members of the department before the end of the first semester of a chair's tenure and thereafter if performance is found to be substandard. The evaluation process will involve an objective instrument akin to those used for other kinds of campus evaluation.

H. **Election/Recall**

Elections will be held every two years by March 5 of each year. They will involve all full-time members of the faculty who teach more than fifty percent (50%) percent in an individual department. Members will cast a secret ballot either at a meeting with all members voting and present, or through ballot collected by the department secretary. A record of the outcome will be contained in the department minutes, and a copy will be sent immediately to the Office of
Instructional Services in order that changes are officially recorded. Voting on changes from sharing to not-sharing chair hours or from not-sharing to sharing will be decided prior to the chair election using the method outlined above for electing chairs. Assistant chairs or program leaders who will be receiving hours in excess of the chair’s total compensation will be elected in the same manner as chairs.

Recall is a drastic, last-ditch procedure. Because of its implications for personal and professional damage, it should not be entered into lightly. As the faculty are professionals committed to the collegial process, they are advised to precede any recall attempt with the following actions: they should advise the department chair in writing or during a department meeting of any perceived deficiencies in sufficient time for the chair to correct his/her errors. They should also take advantage of the Academic Senate Council or its appointees to help resolve the problems to the satisfaction of the department members.

A single member of that department may petition for recall, citing written reasons for his or her request, for the matter to be placed on the agenda. Department chair must notify all other members of the department about the request in no fewer than five or more than fifteen (15) working days that the matter is to be discussed at a department meeting. After an interim period of not less than thirty (30) nor more than forty-five (45) calendar days, the department must meet to vote. Two-thirds of the department must be present to vote on recall. Only full-time faculty members are eligible to vote, and they will vote in the percentage of FTE they serve the department. The chair may be recalled by a simple majority of those voting. The minutes of the department meeting should reflect the outcome, but the debate itself should not be recorded. No chair can be subjected to more than one recall attempt per academic year.

An assistant chair or program leader can be recalled in the same manner as outlined for recall of the department chair.
The following procedural steps are to be taken annually to construct the academic salary schedule:

A. In May of each fiscal year, the percentage of ongoing secured property tax revenues will be determined. The basis for the county tax apportionments to be used in the calculation below will be Tax Type 01: Current Secured as reported on the San Diego County Office of Education County Tax Apportionment Report (FIS/TAX/APPORTION). The percentage increase will be calculated in the following manner:

\[
\frac{\text{[(Sum of county tax apportionments #1-10 and #13 of the current fiscal year) + (Sum of apportionments #11-12 of the previous fiscal year)]}}{\text{[(Sum of county tax apportionments #1-10 and #13 of the previous fiscal year) + (Sum of apportionments #11-12 of two fiscal years ago)]}} - 1.
\]

The percentage increase is calculated to the nearest hundredth percent.

In calculating percentage increases in succeeding years, the numerator of last year's calculation is used as the denominator of the current year's calculation.

Example: In May of 2001, the percentage of property tax revenue increase would be determined by the sum of county tax apportionments #1-10 and #13 received in fiscal year 2001 and apportionments #11-12 of fiscal year 2000, compared to the sum of apportionments #1-10 and #13 of fiscal year 2000 and #11-12 of fiscal year 1999.

B. If the percentage change determined in any given year is less than zero (a net decrease), the comparison tax base for calculating all future year increases will be net of the amount below zero.

C. Property tax revenue is defined as Tax Type 01: Current Secured as reported on the San Diego County Office of Education County Tax Apportionment Report (FIS/TAX/APPORTION).

D. The property tax revenue increase is multiplied by the corresponding modifier from Policy V.C. which results in the percentage increase to be applied to each cell on the salary schedule.

E. Whenever full time faculty salaries exceed salaries at the next highest paid California community college district (as measured by averaging the two benchmarks in the MCC annual faculty survey), the salary increases for the following year shall be equal to the increase in the most recent June to June Urban Wage Earners and Clerical Workers consumer price index (CPI) for San Diego County.
The percentage increase of the local CPI will be defined as: the percentage increase rounded to one decimal place (e.g., 0.01678 would be rounded to 1.7 percent because that is the way it is done in the source table) in the most recent June to June Urban Wage Earners and Clerical Workers consumer price index (CPI) for San Diego County with the change to be applied to the salary schedule to be calculated to two decimal place (e.g., 0.01678 would be a 1.68 increase).

F. A copy of the proposed salary schedule will be forwarded to the Academic Senate president for review prior to Board of Trustees approval.

G. This procedure will be reviewed at least once every year.
CHAPTER: Personnel – Faculty and Administrators
Compensation – Noncredit, Non-contract Hourly Faculty

The procedure for placement on the Noncredit, Non-contract Hourly Faculty Salary Schedule is as follows:

1. Advancement on the salary schedule will be granted only at the beginning of employment in any one fiscal year.

2. Advancement from one step to the next requires four semesters of service at the step.

3. Placement on the salary schedule will be as a new employee after a break in service exceeding eighteen (18) months.

4. Noncredit teachers are limited to a maximum of 13.25 hours per week (53% FTE). Exceptions not to exceed a sixty percent (60%) load may be allowed. Such exceptions must be approved in writing, in advance of the assignment start date by the appropriate division head.

5. Employees earning step advancement under this section and subsequently working under the Non-contract Hourly Faculty Section will be placed at the same step on that schedule.

6. Whenever full-time faculty salaries exceed salaries at the next highest paid California community college district(s) (as measured by averaging the two bench marks in the MCC annual faculty survey), the Board of Trustees shall consider salary increases for the following year to be equal to the percentage increase of the local CPI. The percentage increase of the local CPI will be defined as: the percentage increase rounded to one decimal place (e.g., .01678 would be rounded to 1.7 percent because that is the way it is done in the source table) in the most recent June to June Urban Wage Earners and Clerical Workers consumer price index (CPI) for San Diego County with the change to be applied to the salary schedule to be calculated to two decimal place (e.g., .01678 would be a 1.68 percent increase).

   a. Additionally, if the annual increase in property-tax revenues is at least one percentage point more than the local CPI percentage to be applied to the salary schedule, for the 2008-09, 2009-10 and 2010-11 fiscal years, an additional on-schedule, one percentage point will be added to the CPI percentage increase (e.g. if the CPI based percentage salary schedule increase is 1.7 percent, then the Associate noncredit faculty salary schedule increase will be 2.7 percent). The additional on-schedule percentage increase reflects the District’s goal of moving the hourly rate of associate faculty members towards 70 percent of the full-time salary expressed as an hourly rate of the full-time faculty.
Parity for noncredit associate faculty is defined as follows: the ten-step, single-column salary schedule will continue; for values of “X” from steps 1 thru 10, the parity hourly rate at step “X” will be defined as the annual salary at Class 3, Step “X” on the current academic salary schedule, divided by 525 and multiplied by 70 percent.
CHAPTER: Personnel – Faculty and Administrators

Cost Formula for Community Services Classes/Workshops

The following formula will apply for Community Services classes:

- Student fee: $3.00/class hour
- Instructor salary: $1.50/class hour
- Indirect costs: $1.50/class hour

The following fees will be charged for Community Services workshops:

- Student fee: $5.00/class hour
- Instructor salary: $2.50/class hour
- Indirect costs: $2.50/class hour

The cost of room rental, excess materials and other direct costs will be added to the fee.

Each class and workshop instructor will receive fifty percent (50%) of the fee income from the course. Class instructors are capped at $30/hour and workshop instructors are capped at $50/hour.
Each semester, a faculty member wishing to bank hours must complete an Application for Banking Hours form that includes approval by his/her Department Chair and the Dean. This completed form is submitted to the Human Resources Office by the end of the third week of the semester.

No more than 15 Lecture Hour Equivalents (LHE) can be accumulated. Faculty with non-classroom assignments must accumulate the equivalent of the total semester hours. Only overload hours worked during the regular academic year may be banked.

If an instructor has only a part of a class as overload, the partial class is eligible for banking. Classes that are restricted to overload and cannot be part of a regular assignment cannot be banked. If a class being banked is canceled, the banking is canceled and the instructor is paid for the classes which met. An instructor who does not carry a full load in any semester will withdraw any accrued hours from the bank to complete the load.

The faculty member must apply for banked time off by the fourth week of the semester. An Application for Banking Hours Leave form must be completed. The hours of leave may not exceed the banked hours, nor can a faculty member who is using banked hours teach overload for pay during that semester off. An extension may be approved by the Superintendent/President if the College is unable to approve a leave request because of "quota" limitations or inability to obtain a qualified replacement.

Banked hours may not be held for more than seven years. If the faculty member does not take the time off by the 15th semester after the banking began, he/she will be paid for that time at the hourly rate in effect at the time the hours were banked, using a “first in, first out” approach. Once during each academic year a faculty member may request to unbank any number of banked hours as pay at the hourly rate in effect at the time the hours were banked using a “first in, first out” approach. The Superintendent/President may develop and implement procedures concerning the timing or any such requests and payouts related to the requests.

Prior to taking time off, the following must be certified by the faculty member, department chair, dean, and the appropriate vice president: (a) the program will not be jeopardized by the absence of the faculty member, and (b) competent staff are available to teach the classes/provide the services vacated by the regular faculty member.

Faculty on banked hours leave, or any other leave, may not bank hours during the leave.

Faculty members are required to complete a full PDP Contract during the year that they are unbanking hours. (Reference PDP Handbook.)

The money the faculty member would have earned had he/she not banked the hours will be held as a liability against the District until the banking contract is met. In the event the banking contract is not met, the money will be surrendered to the individual or his/her estate.

Effective Date: 1/21/92           Adoption History: Revised 2/16/94, 4/24/07, 2/1/08, 4/21/08
The payroll office maintains leave records for all administrators and regular classroom and non-classroom faculty. Sick leave is accrued/charged in accordance with the following procedures:

- All faculty members earn sick leave in proportion to the days worked. The number of days worked per year is determined by the school calendar and the corresponding Board Policy (V.E.2).

- Sick leave is earned based on the faculty employment classifications in proportion to the days worked. For purposes of sick leave earnings, a day is defined according to the employment classifications as follows:
  - Regular contract faculty: Six hours
  - Regular contract counselors: Seven hours
  - Regular contract librarians: Seven hours
  - Regular contract administrators: Eight hours
  - Regular 195-212 day contract special assignment faculty: Seven hours

- All faculty are considered "on duty" five days per week, regardless of the number of days they meet their classes or their duty obligations.

- When a faculty member is absent for an entire day, he/she is charged for the number of hours as indicated above, even though this number may be greater than or less than the number of classroom hours or duty hours that person actually fulfilled on that day. Further, if a classroom or non-classroom faculty member calls in sick on Thursday and again on Monday, he/she will be charged for Friday's absence as well, even though he/she may not have had a class nor a duty obligation scheduled for Friday. The same holds true for any other consecutive days of absence. The department chair, dean, or division head may confirm in writing that the individual's assignment has been met prior to Friday; in such cases, the employee will not be charged for Friday's absence.

- If an employee is absent for an entire week, he/she is charged for the number of hours identified above based on a five-day week regardless of the number of hours he/she was scheduled to work that week.

- When a faculty member is absent for less than a day, he/she is charged for the actual hours absent, up to a complete day.
A faculty member who is absent for any reason must call his/her secretary or assistant to report an absence; s/he will notify payroll via the web-based reporting system, which will also advise the faculty member’s department chair/supervisor.

Faculty members’ absences occurring during overload assignments are reported through to payroll on the Faculty Absence Report form.

An administrator who is absent for any reason must call his/her assistant to report an absence; s/he will forward the message in written form to payroll and advise the administrator’s supervisor. The administrator is responsible for completing the B-100 form upon his/her return and submitting it through his/her supervisor to payroll. In the absence of a completed B-100, payroll may charge the absence to leave without pay, upon authorization from the appropriate division head.
CHAPTER: Personnel – Faculty and Administrators
Industrial Accident and Illness Leave

The District is required, under the California Workers’ Compensation Law, to provide employees with coverage that guarantees prompt benefits when an employee is injured on the job or incurs a job-related illness. Benefits are in the form of medical care, temporary disability benefits, and may include permanent disability awards.

Upon reporting an injury, benefits are automatic and are applied according to state law. Report injuries promptly to your supervisor.

The following procedures should be followed whenever an employee, as required, reports any job-related injury to their supervisor.

1. All injuries must be reported to the employee’s supervisor as soon as possible.

2. All injuries sustained by employees while on duty shall be reported at the earliest practical moment to the Human Resources office regardless of the nature of the injury.

3. Employees must be given an Employee Claim Form (DWC-Form 1) within one working day upon knowledge of a Workers’ Compensation injury or illness.

4. A Supervisor’s Report of Accident Form #231 must be completed for each reported injury, regardless of severity.

5. All sections of the report must be completed BY THE SUPERVISOR.

6. Send all forms to Human Resources MS #14.

Effective Date: 1/21/92  Adoption History: Revised 7/21/93, 4/15/03, 12/11/07, 1/8/08
MiraCosta Community College District
Employees wishing to receive donated leave credits must meet all of the requirements outlined in Policy section V.E-14.

Once the employee, or representative of the employee, believes he or she has met the requirements, he or she must submit a completed "Request for Donated Leave" to the Director of Human Resources, with verification from the attending physician attached.

If the employee has suffered a catastrophic illness or injury, resulting in the employee's inability to represent him or herself, a representative of the employee may complete the paperwork, as long as the representative presents a signed medical power of attorney.

The Director of Human Resources will submit the request to the Superintendent/President for Board action at its next meeting.

If the Board approves the donation of leave credits, the Director of Human Resources will announce a call for donations.

Employees who wish to donate eligible leave credits must submit a completed "Intent to Donate Leave Credits" to the Director of Human Resources.

Using the completed "Intent to Donate Leave Credits" forms as a basis, Payroll will transfer leave credits, beginning by using the minimum hours donated from each person to meet the anticipated need in an equitable manner.

Once leave has been donated officially, as indicated on the "Intent to Donate Leave Credits", the form will be returned to the donating employee. Such donated leave is irrevocable.
CHAPTER: Personnel – Faculty and Administrators

Posting of Bond for Sabbatical Leave

As a condition of receiving continued salary payments during sabbatical leave, employees shall complete and send, in a timely manner, all necessary documents to a bonding company. If the employee uses the District bonding company, as soon as that bonding company receives the employee’s completed documents, it will send a performance bond to the District and bill the District. Employees who choose another bonding company will be obliged to pay for the bond and submit it, with receipt of payment, to the District. The District will pay for the cost of the bond.

The performance obligations for which the bonding company is guarantor will be discharged and the employee deemed to be relieved of further performance requirements when the Sabbatical Leave Report has been accepted by the Governing Board following the employee’s return from leave, except for the condition of continuous employment for twice the period of the leave and service on the Professional Advancement Committee, if asked.
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Professional Development Programs

All procedures for carrying out the Professional Development Program are established and published in the Professional Development Program Handbook, reviewed annually and available to any staff member in the office of the Professional Development Program Coordinator.

The Professional Development Program Coordinator shall recommend to the Superintendent/President in-service training programs designed to improve the performance or maintain current levels of expertise of certificated employees.

A request shall be made during the budget development process so that the required funds may be budgeted for professional development programs.

Effective Date: 1/21/92

Adoption History: Revised 2/16/94

MiraCosta Community College District
The Fiscal Services Department will provide a form for employees to request approval of reimbursement for fifty percent (50%) of the cost of professional organization dues, with such reimbursement not to exceed $100 per year per employee. The form shall include space for specifying how the membership benefits the employee's services to the District.

Employees requesting reimbursement will submit the form to the appropriate vice president for approval, together with receipt(s) or other documentation that dues have been paid. Dues paid via payroll deduction will be deemed to have been paid at the conclusion of the deduction period.
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Evaluation

The evaluation procedures provided by the Superintendent/President, developed through extensive use of the collegial process, are contained in the document Professional Growth and Evaluation Procedures, which is available in the District Administrative Office, Instructional Services, in the Faculty Handbook, and from each faculty secretary.

a. Department Chairs

The primary function of the department chair centers on the classroom. Emphasizing this focus, the Vice President, Instruction, will develop a form for periodic evaluation of department chairs by department members and the appropriate instructional administrator considering whether the chair does the following:

• Interprets and enforces departmental policies, division policies.

• Provides responsible and consistent service to colleagues.

• Develops and maintains excellence in instructional program.

• Formulates and executes division practices regarding courses to be offered each semester and teaching assignments.

• Demonstrates the ability to create and develop new plans/ideas which will meet changing situations.

• Works cooperatively with Student Services and Business Services.

• Encourages participation in professional growth programs.

• Processes detailed and routine tasks efficiently.

• Participates effectively in Academic Policies and Procedures (AP&P) and department chairs committees.

• Assists the Office of Instructional Services and appropriate dean in establishing the overall direction and priorities for the department.

• Perceives the role of his/her office in a college-wide context.

• Prepares and administers department budget effectively.

Effective Date: 1/21/92
Adoption History: Revised 4/4/00

MiraCosta Community College District
• Delegates authority to colleagues and support staff effectively.

  • Recruits and assigns the best available personnel.

  • Makes thoughtful evaluations of candidates for faculty and staff positions.

  • Uses language effectively in dealing with staff members, the board, and the public.

  • Advises the dean of staffing needs and problems.

  • Makes fair and sound judgments regarding his/her areas of responsibility.

  • Provided for effective, careful, systematic and timely evaluation processes for departmental personnel.

  • Exhibits a high level of ethics and integrity in professional behavior.

  • Meets assignments and schedules on time.

  • Works effectively with students.

  • Promotes constructive relationships between the College and feeder high schools and transfer institutions.

  • Displays ability to mediate and resolve human conflicts.

  • Gives recognition to staff accomplishments.
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Emeritus Status for Faculty and Administrators

The following steps shall be used to determine emeritus status for retired certificated personnel:

- The President’s Office shall forward the name of the retiree to the Academic Senate President after the Board has accepted the retirement.

- The Academic Senate Council will review the qualifications of the candidate. If the council believes the qualifications outlined in the Board policy are met, it shall vote to nominate the candidate for Board approval.

- The Board shall consider the nomination by the Academic Senate Council. If the Board grants emeritus status, the Superintendent/President will notify the retiree by letter.