

DIVISIONAL COLLEGE DIVISION/ DEPARTMENT ORGANIZATION

1. Specifications for Divisional Organization

a. Division Chairperson

- 1) Selected by the President from two or more regular full-time faculty members submitted by the division which has determined by a vote of the full-time faculty that the nominees have the support of the majority of the full-time members of the division.
- 2) Division Chairpersons serve three-year terms and may, using the selection procedure above, serve one additional consecutive term. Initial terms shall be arranged so that Division Chairpersons serve staggered terms, which initially may be greater or less than three years.
- 3) The President may remove a Division Chairperson after consultation with a representative group from the division.

1. **Division:** Division procedures, including procedures for division structure and faculty participation, shall be determined by management in consultation with division faculties. Such procedures are to be on file at the college, District Office and United Faculty Office.

2. **Departments:** Unit members shall be considered members of college, division and department wherein their largest assignment falls. Department faculty procedures, consistent with division procedures, shall be determined by the faculty members within them. Such procedures are to be on file at the college, District Office and United Faculty Office.

b-a. Department Chairpersons in a Divisional Organization

- 1) Elected for two-year terms from full-time regular and contract employees faculty of the department.
- 2) Department Chairpersons may be recalled by two-thirds (2/3) vote of the same constituency.
- 3) Annually, the appropriate Area Dean will write a letter to each Department Chair providing feedback related to the established duties and responsibilities.
- e.4) Departments are established or changed by the President with the concurrence of the appropriate campus committee or council meeting jointly and in consultation with faculty involved. United Faculty shall be notified for consultation prior to establishing, changing, or abolishing a recognized department structure.

2-b. Elaboration of functions and duties within a Divisional Organization

a. Within the administrative organization of the colleges with divisional organizations, Division Chairpersons will have first-level managerial responsibility for divisional operations consistent with faculty participation outlined in Item 2c below.

b. An divisions comprised of diverse disciplines necessitating departments, Department Chairpersons facilitate faculty participation in the following areas and according to procedures outlined in Item 2c below.

- 1) Curriculum development and coordination of programs which overlap other departments or related areas.
- 2) Teaching schedules and room assignments.
- 3) Screening and recommending the hiring of new teachers.
- 4) Construction of the budget, maintenance of inventories, and monitoring of expenditures.

- 5) Staff development.
 - 6) Selection, evaluation, and supervision of classified staff assigned to the department.
- c. All academic employees who are not members of management will be assigned to a division. Their participation in the process of the college will include the following:
- 1) Budget- Faculty in departments or divisions make budget requests for instructional programs; the appropriate division committee reviews them and makes recommendations. The faculty in departments or divisions recommends procedures for the distribution of discretionary funds allocated to those departments. or divisions.
 - 2) Scheduling - ~~The Faculty~~ Faculty in departments or divisions prepares and recommends ~~through the Division Chairperson~~ teaching schedules and room assignments developed ~~according to division procedures.~~ in accordance with the provisions within ~~the United Faculty Agreement regarding scheduling.~~
 - 3) Hiring - Faculty participates in the screening of applications for faculty and appropriate managerial and classified openings; the faculty participates in the interviewing of applicants, and the nomination of candidates in accordance with policies and procedures previously established by the administration in consultation with the faculty.
 - 4) Staffing - Faculty in departments or divisions make recommendations through the Division ~~Chairperson- Dean~~ on such ~~Gaffers matters~~ as staffing needs, enrollment trends, and use of part-time staff. ~~and affirmative action programs.~~
 - 5) Evaluation -Faculty responsibility for evaluation and improvement of instruction is described in Governing Board Policies and District Administrative Policies.
 - 6) Curriculum - Following department and division procedures, ~~the faculty can makes~~ recommendations for new courses or curricular changes to the appropriate committee dealing with curriculum and instruction ~~as constituted at the local campus.~~
 - 7) Facilities- Faculty in departments or divisions ~~may can~~ make recommendations for use of ~~special~~ facilities.
 - 8) Staff Development - The faculty in departments or divisions ~~may~~ formulates in-service training recommendations. ~~In-service training programs for the improvement of instruction in departments shall not be undertaken without the consideration and approval of the affected group.~~

United Faculty Agreement, Article 6