

**DRAFT**

College Division/Department Organization

1. Division: Division procedures 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.
  - a. Division Structure
    1. Procedures for Division Structure will be on file at the college, District Office and United Faculty Office
  - b. Departments: Unit members shall be considered members of college, division and department wherein their largest "A" load 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.
  - c. Changes to Division and Department structure shall be determined by management in collegial consultation with Academic/Faculty Senate, followed by notification of United Faculty using the process outlined below.
    1. Academic/Faculty Senates Councils at each college will establish a process for review and approval of proposed division structure changes.
    2. Management will collegially consult with Academic/Faculty Senate to reach mutual agreement on proposed changes.
    3. Management will notify the United Faculty President for consultation prior to establishing, changing, or abolishing a recognized department structure.

- d. Faculty functions and duties with a Divisional Organization
  1. 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:
    - a. Budget – Faculty in departments or divisions make budget requests for instructional programs to the appropriate division or college committee for review and recommended allocation. The faculty in departments or divisions recommend procedures for the distribution of discretionary funds allocated to those departments.
    - b. Scheduling – Faculty in departments prepare and recommend teaching (WHAT ABOUT student services faculty) schedules and room assignments developed in accordance with the provisions within the United Faculty Agreement regarding scheduling.
    - c. 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.
    - d. Staffing – Faculty in departments make recommendations through the Division Dean on such matters as staffing needs, enrollment trends, and use of part-time faculty.
    - e. Evaluation – Faculty responsibility for evaluation and improvement of instruction is described in Governing Board Policies and District Administrative Policies. (provide citations)
    - f. Curriculum – Following department procedures, faculty can make recommendations for new courses or curricular changes to the appropriate committee responsible for curriculum decisions as constituted at the local college.

- g. Facilities – Faculty in departments can make recommendations for use of facilities.
  - h. Staff Development – Faculty in departments may formulate 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.
- e. Department Chair persons in a Divisional Organization
  - 1. Elected for two-year terms from full-time regular and contract faculty employees 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. ( WHAT DOES THIS MEAN? Is this an “unofficial” performance review?)
- f. Elaboration of functions and duties within a Divisional Organization
  - 1. Department Chairpersons facilitate faculty participation in the following areas and according to procedures outlined below