

Diablo Valley College, San Ramon Campus

Applied Arts and Social Science Department Bylaws

Mission Statement

The Academic Division of DVC San Ramon consists of faculty who promote open dialogue and work collaboratively to develop innovative and interdisciplinary strategies that will best serve the needs of our students. In order to foster a collaborative environment that can provide academic excellence, the Academic Division respects professors' individual expertise and supports their continued academic and pedagogical growth.

The Division's mission is to provide a flexible, affordable, high-quality education through degree and certificate programs that reflect the changing needs of our diverse community. The Division accomplishes this mission by educating and supporting students to become:

- Critical thinkers
- Knowledgeable and self-directed members of the workplace
- Advocates for multicultural understanding
- Engaged citizens in their communities
- Life-long learners

Purpose and Intent of AASS Department Bylaws

The intent of the Applied Arts and Social Science (AASS) Department Bylaws is to recognize and respect the unique multi-disciplinary nature of the San Ramon Campus in general, and this department in particular, and to create policies and procedures that will enable efficiency and equity.

Membership

The Applied Arts and Social Science Department (AASS) is comprised of SRC full time faculty teaching in the following disciplines; Counseling, Art, Communication Studies, History and Psychology. In addition, the AASS Department includes the disciplines of art history, career, film, political science, social science and sociology; courses in these disciplines are taught by part time faculty.

Voting members of the AASS Department are defined as full-time faculty members--tenured and probationary, hired by or transferred permanently to SRC—assigned at least 60% of their load within the AASS Department at SRC.

In the event a faculty member requests to transfer to the San Ramon Campus, the SRC Division will interview the faculty member wishing to transfer. After the interview, the SRC Division will follow Article 16.1.1.2 of the contract and vote on whether to accept the request.

Voting

1. Only full time faculty members can request a formal vote. The formal vote may consist of private ballots, if requested, which will be counted by two full time faculty members.
2. Full time faculty can vote by proxy.
3. Part time faculty have a full vote on all matters except scheduling and hiring but must be present to be included in the voting process. Part time faculty can present an issue at a department meeting for discussion. A full time faculty member can call for a vote on the issue.

Meetings

1. The Department Chair shall call a meeting at the beginning of each semester and subsequently on an as-needed basis. Department meetings shall be held three times a semester with dates announced in advance. If there are no agenda items, the meeting can be canceled.
2. All department members are expected to attend meetings.
3. The Department Chair shall conduct meetings.
4. A quorum, fifty percent (50%) plus one of the current members of the department, must be present for an official meeting.
5. Minutes will be taken and posted within a week.

Department Chairperson

1. The Department Chair is elected by a quorum of the members of the department during the Spring semester to serve for a two-year term, and can be recalled by a 2/3 vote of the same constituency. The Department Chair can serve for up to two two-year consecutive terms (a total of four years) but may serve (for at most one more year) under special circumstances.
2. Responsibilities: The responsibilities of the Department Chair are outlined in section 6.2.3 of the UF Contract and in the SRC Division Bylaws.
3. In addition to the responsibilities listed in the UF contract and the SRC Division Bylaws, the AASS Department Chair is responsible for ensuring minutes are taken at department meetings and distributed/posted within one week.

Scheduling

The AASS department will create the schedule of classes each semester following the timelines established by the Instruction Office. The AASS department schedules and staffs classes in its department at SRC. If the AASS department needs assistance in scheduling courses and/or staffing classes, the Department Chair for AASS will contact the appropriate discipline department chair on the Pleasant Hill Campus.

Full time AASS faculty are responsible for scheduling and staffing classes in their disciplines. In the areas where there are no AASS full time faculty members, the AASS Department Chair will schedule and staff the classes taking into account the following factors:

- a. The needs of the students and the development of the program
- b. The historical offerings in the discipline
- c. Collaboration with the Pleasant Hill department as needed.

The AASS Department Chair will staff classes using a pool of SRC part time faculty. For the process of assigning part time faculty to classes, see the rehire rights section of the bylaws.

Scheduling of Specialty Classes

After the first run of the schedule is submitted, the AASS Department Chair will consult with the Pleasant Hill departments (with regard to potential conflicts in terms of courses offered and times courses are scheduled) in order to avoid potential conflicts and, when necessary, discuss a resolution that would be to our mutual satisfaction.

Staffing of Classes

When it is necessary to recruit beyond the established pool of part time faculty:

1. The AASS Department Chair or area lead will first contact the appropriate department chair at the Pleasant Hill Campus for names of available part time faculty.
 - a. The Department Chair or area lead may also choose to offer classes to full time faculty at the Pleasant Hill Campus; in this case, those instructors will be considered part time faculty at SRC without re-hire rights.
2. The Department Chair or area lead may then contact Department Chairs in the relevant discipline at DVC's sister colleges, LMC and CCC, for staffing recommendations.
3. If none of these methods yields a suitable instructor, an interview committee will be formed. A member of the Pleasant Hill department will be invited to participate in the interview. If the Pleasant Hill department is unable to participate, the SRC AASS department will proceed with the interview and hire the part time faculty.

Online Instruction

For online and hybrid courses, the Department Chair or area lead will choose faculty who are the most qualified in the technology and pedagogy needed to teach in a distance education modality.

Part Time Rehire Rights

1. The AASS Department Chair will assign courses to part time faculty in disciplines without full time AASS faculty. The primary determination of who teaches which courses will be done so that the best schedule and best instruction is offered to the students.
2. Part time faculty will be separated into two groups. Group 1 consists of part time faculty who have rehire preference rights. Group 2 consists of part time faculty who do not have rehire preference rights. Priority for course assignments will be given to instructors in Group 1, followed by Group 2. In assigning courses within each group, seniority (based on date of hire) and prior teaching experience will be considered.
3. Part time rehire rights will be granted to qualified applicants as per the UF agreed upon process. In order for part time faculty to be granted rehire rights at SRC, their evaluations must have been conducted at SRC.
4. Assignment of summer courses to part time faculty will follow the same procedure as regular semester assignments.

Evaluations

Part Time Faculty

Part Time faculty evaluations will be conducted by the full time faculty in the AASS department at SRC. When there is no full time faculty at SRC in a particular discipline, the appropriate department at the Pleasant Hill Campus may be contacted, in writing, to request a faculty member to evaluate the part time faculty at SRC. This enables the part time faculty to be evaluated by a content expert in the discipline.

If the DVC department does not provide a content expert to evaluate the SRC part time instructor, the AASS department will provide a faculty member to conduct the evaluation.

Full Time Probationary Faculty

The evaluation of full time probationary faculty will follow the procedure stated in the UF contract.

Whenever possible, the appropriate department at the Pleasant Hill Campus will be contacted to serve on the Tenure Review Evaluation Committee for a probationary faculty member in the AASS department at SRC.

Full Time Faculty Hiring

When a request to hire a full time faculty in the AASS department has been funded, the formation of screening and interview committees will follow the procedures stated in the UF contract. When needed, the SRC AASS department will request participation from the appropriate discipline department at the Pleasant Hill Campus to serve on the paper screening and interview committees. This participation is defined as one full time faculty member from the Pleasant Hill department on each committee. The majority membership of each committee will be made up of SRC AASS faculty.

Supplemental questions and rubrics, and interview questions and rubrics will be developed jointly by AASS faculty and the appropriate discipline faculty at the Pleasant Hill Campus.

Committees

Participation on committees is the obligation of every full time AASS faculty member. Committee work will be rotated among all of the full time faculty in the AASS department and the appointment of faculty to a committee will be done, when possible, a year in advance in order for the faculty member to adjust their teaching schedule, if necessary.

Since the AASS department has a limited number of full time faculty to serve on the many committees that require our representation, priority should be on high-profile committees that serve the Division, College and District.