

SRC Science Department Bylaws

These bylaws are provisional for the 19-20 academic year and will be revisited in Spring 2020 and voted on again with the full department.

MISSION STATEMENT

The San Ramon Division of Diablo Valley College 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 teachers' individual expertise and supports their continued academic and pedagogical growth.

The Science department'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 Science department accomplishes this mission by promoting academic curiosity, while 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

Order of Precedence

If a conflict is found to exist between these bylaws and Title 5 or the UF/CCCCD contract, Title 5 and/or the UF/CCCCD contract will in all cases supersede these bylaws.

Ratification

Ratification of the Science Department Bylaws (hereafter referred to as these bylaws) shall require a two-thirds majority of those voting, by secret ballot. Each of these bylaws shall be voted on independently. Bylaws shall be distributed to department members at least one week prior to the time set for the bylaws ratification election.

Voting for ratification must take place during one or more of the contractual working days. The department chairperson and two volunteers will count the ballots and report the results to the department.

Amendments

Amendment of these bylaws requires a two-thirds majority of those voting, by secret ballot. Amendment(s) shall be introduced in writing at a department meeting and distributed to all department members at least one week prior to the date set for amendment voting. Voting for ratification must take place during one or more of the

contractual working days. The department chairperson and two volunteers will count the ballots and report the results to the department.

DEPARTMENT STRUCTURE

Membership

The Department is comprised of SRC faculty teaching in the following disciplines:

- Anthropology, Astronomy, Biology, Chemistry, Geography, Geology, Health Science, KNAC, Nutrition, Oceanography, Physics

For the purposes of scheduling, staffing and hiring, the department is subdivided into two instructional units:

- 1) Biological Science which is comprised of Biology, Health Science, Nutrition and Oceanography
- 2) Physical Science which is comprised of Astronomy, Chemistry, Geography, Geology and Physics

Any other courses in IU's not listed above will be under the purview of the department chair. Anthropology & KNAC.

Voting members of the Department are defined as full-time tenured and probationary faculty members who have been hired by or transferred permanently to SRC and who teach at least 60% of their load within the Department at SRC.

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 can present a topic for discussion at a department meeting, but only a full-time faculty member can call for a vote on the issue.
4. A simple majority is needed to approve any issue other than changes in bylaws, which requires a two-thirds majority.

Meetings

1. The Department Chair shall call a meeting at the beginning of each semester and subsequently as needed.
2. All department members are expected to attend department 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 distributed via email within 48 hours of the meeting.

Department Chairperson

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 (July 1-June 30), and can be recalled by a 2/3 vote of the same constituency. If no one else in the department is willing to serve as department chair, the current Department Chair can serve for up to two consecutive terms (a total of four years).

If no department member volunteers to serve as department chair, a rotation will be established beginning with the tenured department member who has gone for the longest period of time without holding the department chair position.

Once a Department Chair is elected, the instructional unit (Biological or Physical Science) to which the Department Chair does not belong will select an Instructional Unit Lead who will be responsible for the scheduling and staffing in their Instructional Unit. The IU Lead will serve a two year term and up to two consecutive terms.

The responsibilities of the Department Chair are outlined in section 6.2.3 of the UF Contract. In addition to the responsibilities listed in the UF contract, the Department Chair is responsible for the following:

1. Representing their department on the division council
2. Coordinating the evaluations of part-time and full-time faculty in the department
3. Addressing student complaints according to SRC division protocol. Students will first meet with the faculty member to try to resolve the complaint. If the complaint is not resolved, the department chair will facilitate a meeting between the student and faculty member when appropriate

The Department Chair and the IU Lead will each be responsible for the following in their IU:

1. Building a schedule, in coordination with department members and strategic scheduling guidelines
2. Interacting with department chairs and schedulers at the Pleasant Hill Campus, especially in areas where there is no full-time faculty representative at SRC
3. Coordinating the hiring of part-time faculty in the department with deference to discipline leaders within the department
4. Overseeing program review for their IU (Biological Sciences or Physical Sciences)

If the current Department Chair must step down mid-term, an emergency meeting will be called by the department within two weeks of notification to elect a replacement department chair. If the current Department Chair needs to take a temporary leave, an emergency meeting will be called within two weeks of notification to elect an interim chair. The interim chair will serve until the Department Chair is able to return to their position.

The department chair release time/ stipend for the department will be allocated between the department chair and IU lead as follows:

Fifty percent of the department chair release time/ stipend allocation for the department will go to the Department Chair. The other 50% of the department's allocation for department chair release time/stipend will be divided between the Department Chair and the IU Lead based on the percent of the department's FTEF in that IU. Because the department chair release time/ stipend is based on the previous academic year's FTEF, the previous year's schedule will be used to calculate this %.

IU Lead Responsibilities Include:

- Collect scheduling request sheet from faculty by the end of the first week of classes
- Facilitate scheduling of full time faculty in area
- Work with department chair to strategically schedule classes with the goal of ensuring:
 - Labs do not overlap
 - Coordinate with lab staff to make sure there is turn over time for the lab room
- Contact part time instructors in area to offer job assignments
- Ensure part time instructors with staffing preference have assignments
- Verify drafts of the schedule
- Serve as point person for communicating with scheduling committee representative as needed for IU
- Initiate job postings as needed and serve as contact person
- Schedule interviews
 - Secure room
 - Contact applicants
 - Assemble interview committee
 - Offer job
 - Submit schedule revision form if necessary
- Serve as point person for communication with lab coordinators about lab-related issues

DEPARTMENT SCHEDULING AND STAFFING POLICIES

Scheduling Courses

The Department Chair and IU Lead will build a schedule in consultation with the members of the department.

When scheduling classes, the Department Chair and IU Lead will consider the following factors:

1. The needs of the students and the development of the program (course diversity, sequencing and enrollment demand)
2. The historical offerings in the discipline and previous enrollment numbers
3. Overall health and growth of the San Ramon Campus

Staffing Courses

Priority for staffing classes is given in the following order:

1. Full-time, SRC faculty teaching in the department
2. Full-time faculty teaching in other divisions
3. Part-time faculty and emeritus with Staffing Preference
4. Part-time faculty and emeritus without Staffing Preference

Faculty in group 1:

If a full time faculty member in group 1 above wishes to teach a class being taught by another full time faculty member, they will submit a schedule request to their IU lead by the Friday of the first week of instruction for the following semester. Once this request is submitted, the faculty members will alternate teaching the course beginning the semester after the request is submitted.

Faculty in groups 3 and 4 above will be considered for staffing based on:

- a) The most qualified faculty to teach courses in the schedule
- b) Instructor availability and courses requested based on Schedule Request Form, submitted by due date
- c) The date Staffing Preference was granted, then the number of semesters taught at SRC
- d) Professionalism as demonstrated by adherence to and cooperation with department policies and procedures including, but not limited to, timely submission of rosters and grades.

Part-time Faculty Staffing Preference

The department follows Article 25 of the UF Contract for granting Part-Time Faculty Staffing Preference. In addition, the department requires part-time faculty with Part-Time Faculty Preference to respond to offers of teaching *within three business days* of a written offer or the offer will be withdrawn. NOTE: Staffing Preferences will be offered only through dvc.edu email addresses.

Online or Hybrid Classes

Faculty may only be assigned to online or hybrid classes if they have completed pedagogical training in online instruction such as DVC's distance education workshops.

Class Cancellations

An A contract instructor whose day class has been cancelled due to lack of enrollment has the following options:

1. He/she may take an under-load for the semester to be made up in subsequent semesters. Refer to Article 8.2 of the UF/CCCCD Agreement.
2. If he/she has an AC contract class, then he/she may substitute this class for the one cancelled.
3. If he/she does not have AC contract class then bumping of an adjunct instructor may occur.

Bumping of an adjunct faculty will occur only in the case of cancellation of a class which counts as the faculty member's A load.

HIRING

Part-Time Hiring

When it is necessary to recruit beyond the established SRC pool of part-time faculty, the Department Chair or IU Lead may contact the appropriate Department Chair or faculty designee on the Pleasant Hill Campus (PHC) for names of the most qualified part-time faculty. When there are hiring needs, the Department Chair or IU Lead in the department will communicate with other full-time members of their discipline regarding the hire in order to enable them to participate in the hiring process. When it is necessary to hire, a member of a PHC department may serve to provide discipline expertise. In such cases, if the PHC department is unable to participate in the interview, the department will proceed with interviews and hire the most qualified part-time faculty.

Full-Time Hiring

Full-time hiring follows the Box 2A process outlined in the division bylaws.

PERFORMANCE EVALUATIONS

Part-Time Faculty

The evaluation of part-time faculty will follow the Evaluation procedure stated in the UF contract. In addition, to enable part-time faculty members to be evaluated by a discipline expert in cases where there is none at SRC, the faculty member may be offered the opportunity to be observed by both PHC and SRC faculty. In such cases, if no tenured faculty from PHC agrees to assist, the Department faculty will conduct the evaluation.

Full-time Probationary Faculty

The evaluation of full-time probationary faculty will follow the procedure stated in the UF contract. In addition, when there is no full-time faculty at SRC in a particular discipline, the appropriate PHC department will be contacted to request a faculty member to participate on the Tenure Review Committee of probationary

faculty. In such cases, if no tenured faculty from PHC agrees to assist, the Department faculty will conduct the evaluation.

Conflict of Interest

Department members who are financially interdependent (e.g. married, domestic partners) may not engage in the following department duties for their spouse or domestic partner.

- Serve on the evaluation committee of a spouse or domestic partner
- Handle student complaints of a spouse or domestic partner
- Resolve faculty disputes or conflicts involving a spouse or domestic partner
- Resolve scheduling conflicts which involve a spouse or domestic partner

In the case that a department member is serving as Department Chair or Area Lead and a student complaint or scheduling issue arises with a spouse or domestic partner (or any other unlisted situation that department members may feel constitutes a conflict of interest), these duties will automatically be handled by the Lead of the other Area to avoid any potential conflict of interest. If any of the above situations arises and the department is unable to arrive at a resolution, the department will request the division dean to arbitrate.