

Diablo Valley College, San Ramon Campus

Applied Arts and Social Science Department Bylaws

Mission Statement

The San Ramon Campus of Diablo Valley College (SRC) is a small institution composed of innovative, cooperative and committed faculty and staff dedicated to the education and intellectual growth of our community.

We value:

- academic excellence
- recognition and celebration of student achievement
- diversity in faculty, staff and student body
- student based, life long learning

Our mission is to provide flexible, affordable, high quality education through degree and certificate programs that are responsive to the changing needs of our diverse students and community. We fulfill our mission by fostering success in students to become:

- critical thinkers
- knowledgeable and self-directed members of the workplace
- appreciative of diverse artistic and cultural expression
- active participants in the community
- life-long learners

Purpose and Intent of AASS Department Bylaws

The intent of these bylaws is to recognize and respect the unique multi-disciplinary nature of the San Ramon Campus, and to create policies and procedures that will help in running the department smoothly.

The intent of the Applied Arts and Social Sciences (AASS) Department Bylaws is to recognize and respect the unique multi-disciplinary nature of the San Ramon Campus 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. 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 member 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.
3. In addition to the responsibilities listed in the UF contract, the AASS Department Chair is responsible for the following:
 - a. Creating and distributing a chart of governance responsibilities....
 - b. Ensuring minutes are taken at department meetings and distributed/posted within one week.

Part Time Rehire Rights

- 1) The AASS Department Chair will assign courses to adjunct 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.

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 SRC scheduler 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 DVC department as needed.

The AASS scheduler 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.

When it is necessary to recruit beyond the established pool of part time faculty, the AASS Department Chair will first contact the appropriate DVC department chair for names of available part time faculty. If the DVC department cannot provide staffing, an interview committee will be formed. A member of the DVC department will be invited to participate in the interview. If the DVC department is unable to participate, the SRC AASS department will proceed with the interview and hire the part time faculty.

Scheduling of Specialty Classes

After the first run of the schedule is submitted, the AASS department scheduler will consult with the DVC 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.

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 DVC department will 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 DVC department 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 DVC to serve on the paper screening and interview committees. This participation is defined as one full time faculty member from the DVC 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 DVC discipline faculty.

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.