Language Arts Department Bylaws
San Ramon Campus of Diablo Valley College
Updated September 20, 2012

MISSION STATEMENT

The Language Arts Department consists of faculty members who promote open dialogue and work collaboratively to develop innovative and interdisciplinary strategies to best serve the needs of our students. To foster a collaborative environment of academic excellence, the Language Arts Department respects teachers' individual expertise and supports their continued academic and pedagogical growth. Because the Language Arts Department values inclusivity, it strongly encourages faculty engagement and participation in Language Arts activities, including FLEX and Department meetings.

The Language Arts Department's mission is to provide flexible, high-quality education to meet the changing needs of our diverse community. The Language Arts Department 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

DEPARTMENT STRUCTURE

Membership

> The Language Arts Department is comprised of SRC faculty teaching English, ESL, or Foreign Language (Spanish and American Sign Language). Voting members of the Department are defined as full-time faculty only, including both 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

> 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.
> 1. Full-time faculty can vote by proxy.
> 2. 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.

Meetings

> The Department Chair shall call a meeting at the beginning of each semester and subsequently as needed.
> 1. All department members are expected to attend department meetings.
> 2. The Department Chair shall conduct meetings.
> 3. Though consensus is preferable, a quorum (50% plus one of the current members of the department) must be present for an official meeting unless the department has three or fewer voting members, in which case at least two must be present for an official meeting.
> 4. Minutes will be taken and the department chair will distribute them via email.

Department Chairperson

Election: Though consensus is preferable, a quorum (50% plus one of the current members of the department) must elect the department chair, unless the department has three or fewer voting members, in

which case at least two must elect the chairperson. The chair can be recalled via the same terms she/he was elected. If no one in the department agrees to be chair, the position is rotated.

Term: The Department Chair can serve for up to two consecutive two-year terms (a total of four years) but may serve longer pending approval from the department and the division council.

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

1. Representing the department on the division council

2. Coordinating the evaluations of part-time and full-time faculty in the department

3. Coordinating the hiring of part-time faculty in the department with deference to discipline leaders within the department.

4. Building a schedule in coordination with department members and strategic scheduling guidelines.

5. Managing the department's interaction with department chairs and schedulers at the Pleasant Hill Campus when necessary, especially in areas where there is no full-time faculty representative at SRC.

6. 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

7. Coordinating the Faculty Mentoring Program

DEPARTMENT SCHEDULING AND STAFFING POLICIES
Scheduling Courses

Each discipline scheduler is responsible for scheduling courses in their area and providing the schedule to the Department Chair so the Chair can then submit it to the Dean on time. When scheduling classes, the Department Chair 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 SRC campus

Staffing Courses

Priority for staffing classes is based on the following order:
1. Full-time SRC faculty teaching in the department
2. Retired full-time SRC Language Arts faculty
3. Part-time faculty with staffing preference
4. Full-time faculty teaching in other SRC departments
5. Full-time faculty teaching in other divisions.
6. Part-time faculty without staffing preference.

Part-Time Staffing Preference:

1. Exceptions to the above order when considering part-timer preference include discipline expertise. In accordance with Article 25 Section 5 of the UF Contract (www.uf4cd.org), exceptions "can be made for curricular expertise necessary for the departmental program." Within English, areas of expertise include but are not limited to ESL, Literature, Creative Writing, Developmental English, and Transfer-Level Critical Thinking.

2. Instructor availability and course requests based on purple Schedule Request Form submitted by due date.

3. The department requires part-time faculty with Staffing Preference to respond in writing to offers of teaching *within three business days* of a written offer or the offer will be withdrawn. NOTE: All staffing will be offered only through dvc.edu email addresses.

4. The date Staffing Preference was granted or the number of semesters taught at SRC

5. Professionalism as demonstrated by adherence to and cooperation with department policies and procedures including, but not limited to, timely submission of rosters and grades.

6. Active collaboration in curricular and staff development activities.

7. When it is necessary to recruit beyond the established SRC pool of part-time faculty, the Department Chair 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 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.

Online Teaching Qualifications:

1. Staffing follows the above priority list.

2. In addition, an instructor teaching online must show proficiency in distance education either through experience in teaching online, attending a minimum of 6 hours of training in online pedagogy (available at DVC), or at the discretion of the Chair.

INSTRUCTIONAL POLICIES
> In order to promote a cohesive and collaborative academic community, we encourage a free exchange of teaching strategies and practice. We assume all faculty members in the Language Arts Department will attend all required FLEX activities. In addition, we encourage instructors to be involved in pedagogical activities at our campus as a participant or a leader.

English Composition Policies
1. We expect faculty to cooperate with the discipline guidelines for choosing textbooks and other reading materials, including the use of primarily nonfiction reading materials in English 118, 122, and 126.
2. We encourage faculty teaching face-to-face and online sections of English 118, 122, 123 and 126 to include at least one in-class writing assignments and that at least one of these assignments factors into the grading process. In the case of online sections, timed writing may replace the in-class writing.

3. In English 118, 122, 123, and 126, persuasive writing should be taught as the primary form of essay writing and MLA as the method of documentation. In 122, 123, and 126, we encourage argumentation as well. At least 65% of the course grade should come from students' formal essays. Instructors should also review course outlines to ensure they are requiring the appropriate number of pages for their formal writing assignments (diagnostics and in-class writings, including exams, can be considered formal writing).

Spanish Policies
1. All Spanish faculty are expected to use textbooks and other reading material chosen by the SRC Spanish discipline leader.
2. Faculty must align their course content with the guidelines set by the Spanish discipline leader in conjunction with course outlines.
3. All courses are expected to include a variety of evaluation methods that evaluate all four components of language acquisition, including oral and written production, and listening and reading comprehension. In addition, we expect faculty to base a portion of a student's grade on at least two instances of observable in-class writing.

PERFORMANCE EVALUATIONS

Part-Time Faculty

The evaluation of part-time faculty will follow the evaluation procedures 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 add a discipline expert from PHC to join the evaluation committee. In such cases, if no tenured faculty member 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 member from PHC agrees to assist, the Department faculty will conduct the evaluation.