

MEMORANDUM OF UNDERSTANDING
between
Allan Hancock Joint Community College District
and
Faculty Association of Allan Hancock College

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District") and the Faculty Association of Allan Hancock College ("FA").

WHEREAS the parties mutually sunshined the following interests:

- To develop a job description for the duties and responsibilities of a Department Chair to meet the requirements of article 18.14.2 of the current agreement between the District and FA.
- To develop criteria for an evaluation tool required by articles 17.5.1 and 17.5.2 of the current agreement between the District and FA.

WHEREAS the parties met to negotiate on February 8, March 1, 8, 14, and April 5, 2019;

NOW, THEREFORE, in consideration of the mutual promises, conditions, and representations contained herein, the parties agree to the attached Definition of the Duties of a Department Chair and its appendix forms.

This Memorandum of Understanding shall be effective upon ratification by the Faculty Association and approval by the Board of Trustees and will remain in effect through June 30, 2021 or upon inclusion in the collective bargaining agreement upon the commencement of successor agreement negotiation, whichever comes first.

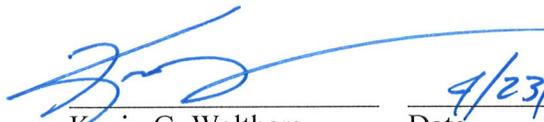
**For Faculty Association of
Allan Hancock College**



Roger Hall
President

4/23/19
Date

For the District



Kevin G. Walthers
Superintendent/President

4/23/19
Date

Department Chair Job Description

Department Chair

Department chairs are tenured or tenure-track faculty who provide academic and organizational leadership to their respective departments and colleagues. The department chair serves as liaison to the area dean and vice president, academic affairs with regard to academic, curricular, professional, and operational business of the department.

Each department has the choice of

1. electing its department chair, subject to the approval of the superintendent/president and appointment by board of trustees, with elections conducted by the Academic Senate; or
2. requesting that the superintendent/president appoint the department chair.

A department chair's term of office shall be set according to BP/AP 7218.

Department chairs are responsible for the timely performance of their duties, as described below. These are administrative duties for which the district may provide reassigned time. It is the responsibility of the area dean and vice president, academic affairs to evaluate the department chairs' performance of these duties.

Recruitment

1. Ensure program review reflects department and program need for new and replacement faculty and classified staff positions. In consultation with department faculty, prepare and submit faculty position requests for prioritization.
2. In consultation with department faculty and dean, recommend classified staff positions for prioritization.
3. In consultation with department faculty and Human Resources, develop position-specific job announcements. Recommend discipline-appropriate venues for marketing and advertising positions to Human Resources.
4. Provide coordination with Human Resources and administration for recruiting, screening, interviewing, and recommending prospective full-time faculty.
5. In conjunction with discipline faculty, recruit, screen, and recommend to the District, the appointment of part-time faculty.
6. Provide department orientation for new faculty.

Scheduling and Catalog

1. In coordination with program coordinators and faculty, build and propose schedules of classes that meet student needs and are responsive to changing enrollment demands.
2. While decisions on assignments, including reassignments and cancellations, will be announced by the district, department chairs will assist in making faculty aware this information is available.
3. Verify accuracy of course information for all departmental credit classes to be listed in each class schedule.
4. Provide input to the dean if the schedule needs to be modified because of faculty changes, course additions, and cancellations.
5. Work with the Office of Public Affairs to promote department offerings as needed.
6. Facilitate review of department-level catalog changes and updates.

Curriculum and Program Development

1. Inform/remind department of established review cycles and curriculum review standards.
2. Facilitate, review, and approve department proposals submitted to the Academic Policy & Planning (AP&P) Committee for new programs, courses, and/or course or program modifications, in accordance with established timelines.
3. In consultation with department faculty, facilitate the assessment cycle (development, assessment, and continuous improvement) for courses and programs according to established timelines and required documentation. Monitor course and program review activities, and report department progress to the area dean.
4. Share assessment results and improvement plans with department faculty and others.
5. In consultation with discipline faculty, approve student requests for waivers and/or substitutions.
6. In consultation with discipline faculty, approve concurrent enrollment requests.

Department Leadership

1. Convene and chair department meetings on a regular basis, but at least monthly during fall and spring semesters.
2. Coordinate and communicate department practices.
3. Represent the department at department chair meetings.
4. Serve as the liaison between the department and the area dean.
5. In accordance with BP/AP 3255, provide support for the preparation of program review(s).
6. Communicate with and solicit information from department faculty, including relevant updates from committees, college-wide initiatives, and other issues that may affect the department.
7. Notify department of openings on campus councils and committees.
8. Communicate to department faculty any required deadlines related to their professional obligations (e.g., census rosters, textbook orders, grades).
9. As applicable, form and schedule advisory committees to:
 - identify members;
 - develop agendas;
 - participate in meetings;
 - produce minutes when required by Education Code.
10. As applicable, work with department members to comply with special accreditation and licensing requirements.
11. Participate in department chair training.
12. Act as liaison to the college advancement office.
13. Review textbook orders and coordinate the acquisition of instructional materials.
14. Request faculty office space assignments.
15. Review documents requiring chair signature for accuracy and completeness.
16. Coordinate with area dean to ensure instructional coverage for courses during faculty absences.

Student and Community Relations

1. Communicate department outreach and other public activities in the community with public affairs and college advancement offices, as appropriate.
2. Respond to student and community member complaints. In accordance with Board Policy and Administrative Procedure 5530, facilitate resolution of matters involving students and faculty. In cases of student complaints about harassment or discrimination, direct students to Board Policies and Administrative Procedures 3410, 3430, and Administrative Procedure 3435.

Budget and Resources

1. In consultation with the department faculty and staff, identify and prioritize department resource needs and expenditures and submit resource requests through the annual program review process.
2. As appropriate, participate in planning for facilities maintenance and upgrades.
3. Review and approve department budget transfers and purchase requests for new and replacement equipment, hardware and software, facilities, and other needs.