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**PROPOSAL FROM THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION**

October 18, 2024

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The collective bargaining proposal presented herein by the Pasadena Area Community College District to the Pasadena City College Faculty Association and is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties. The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 10
FACULTY DIVISION CHAIRS**

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10.1 RATIONALE AND PURPOSE

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10.1.1 Faculty chairs are expected to provide leadership to faculty and staff in their areas, provide operational and organizational support for the Division Dean, maintain and enhance academic quality, and contribute to the ongoing cycle of institutional improvement.

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10.1.2 Administration shall determine the need for Faculty Division Chairs assignments in consultation with division faculty. Faculty serving in this capacity will receive compensation in the form of reassigned time during the Fall and Spring semesters and a stipend during the winter and summer intersessions. The Division Dean has right of assignment in regard to a Faculty Division Chair's individual allotment of the reassigned time and stipend.

10.1.3 Programs which are mandated by external accreditation standards shall have chairs/coordinators appointed in accordance with those standards.

10.2 FACULTY DIVISION CHAIR REPRESENTATIVE DUTIES

10.2.1 Under the direction of the Division Dean, the Faculty Division Chair shall provide leadership and organizational support for the division. The representative duties will be assigned by the Division Dean in consultation with the Division Chair and may include any or all of the following:

a. In consultation with the Division Dean, the Faculty Division Chair shall monitor and coordinate the area's curriculum development to include review, updates, modifications, and articulation agreements.

b. The Faculty Division Chair will assist the Division Dean with recommending and preparing course, section, and faculty schedules by established deadlines that meet student needs, enrollment targets, and budgetary parameters.

c. The Faculty Division Chair will assist the Division Dean with the recruitment and hiring of part-time faculty.

- 52 d. The Faculty Division Chair shall assist the Division Dean with the
53 evaluation process for part-time faculty.
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- 55 e. The Faculty Division Chair shall assist the Division Dean with the tracking
56 of the process and related documentation of faculty evaluations. The
57 tracking process will maintain confidentiality.
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- 59 f. The Faculty Division Chair shall orient new part-time and full-time faculty
60 to the division and programs.
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- 62 g. The Faculty Division Chair shall assist the Division Dean with the selection
63 of new classified employees and other instructional support staff.
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- 65 h. The Faculty Division Chair shall support the Division's academic courses
66 and programs by facilitating faculty participation in the assessment of
67 student learning outcomes to include the collection and analysis of student
68 learning outcomes data and improvement plans. The Faculty Division Chair
69 shall assist area faculty in scheduling regular discussions regarding the use
70 of student learning outcomes for course and program improvement.
71
- 72 i. The Faculty Division Chair shall facilitate the participation of faculty in the
73 college's program review and annual update processes and the completion
74 of program review documents and reports. The Faculty Division Chair shall
75 assist the Division Dean and area faculty in developing and implementing
76 program review improvement plans.
77
- 78 j. The Faculty Division Chair will participate in the integrated planning
79 process and assist the Division Dean with evaluation of Division needs,
80 planning, budget development, and resource allocation.
81
- 82 k. In consultation with Counselors, the Articulation Officer, and area faculty,
83 the Faculty Division Chair may advise students on program, degree, and
84 certificate requirements including pre- and co-requisites. The Faculty
85 Division Chair shall assist the Division Dean with the review of prerequisite
86 challenges.
87
- 88 l. If applicable to the Division's programs, Faculty Division Chairs shall assist
89 Division Deans with student recruitment and selection for programs
90 including facilitation of orientation sessions, auditions, and program
91 entry/exit testing or interviews, monitoring of student records and required
92 documents, and management of program mandated standards defined by
93 external agencies. When appropriate, the Faculty Division Chair shall serve
94 as the liaison to external agencies including Certificate Advisory
95 Committees and/or external accrediting commissions. If relevant to the
96 Division, the Faculty Division Chair shall assist the Division Dean with
97 establishing and monitoring contracts and internships.
98
- 99 m. The Faculty Division Chair shall assist the Division Dean and staff with
100 coordinating with other campus departments, divisions, and external
101 agencies. The Faculty Division Chair shall facilitate and monitor the
102 development of the Division's informational brochures, applications,

- 103 websites, and relevant components of the catalog.
104
105 n. The Faculty Division Chair shall provide support to faculty regarding
106 application of college procedures.
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108 o. The Faculty Division Chair will assist the Division Dean with the collection
109 of data required for regional and/or external accreditation reports.
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111 p. The Faculty Division Chair will assist the Division Dean to assess the need
112 for and coordination of professional development for the Division.
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114 q. The Faculty Division Chair will participate in a mandatory ~~4-6~~10-12 hours
115 of professional development and/or division chair meetings as designated
116 for chairs for each year.
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118 r. The Faculty Division Chair shall assist with other duties determined by the
119 Division Dean to be appropriate for the Division.
120

121 10.2.2 The Faculty Division Chair duties shall be performed outside of the faculty
122 member's assigned teaching hours, including office hours and contracted
123 professional responsibilities.
124

125 10.2.3 In fulfilling these responsibilities, Faculty Division Chair must be able to create and
126 maintain an effective working relationship with the Division Dean, faculty, and staff
127 and accomplish duties in a timely manner.
128

129 **10.3 COMPENSATION**

130
131 10.3.1 Faculty Division Chairs will receive reassigned time for the Fall and Spring
132 semesters based on the established formula and will be paid as 10-month
133 employees. This formula will be recalculated annually based upon the data from
134 the prior fall term and will be given to the Division Deans before the 8th week of
135 the Spring semester as follows:
136

$$137 \text{LHE} = 2.0 + 0.15 (\# \text{FT Faculty}) + 0.3 (\# \text{ Probationary Faculty}) + 0.2 (\# \text{Part-} \\ 138 \text{Time Faculty}) + 0.1 (\# \text{Classified Staff})$$

139
140 Additional duties required during an intersession shall be compensated using the
141 established stipend rate.
142

143 10.3.2 Once calculated, the Division Dean in consultation with the Division Chair(s) will
144 assign individual allotments of reassigned time and stipends. Unequal amounts of
145 reassigned time and stipends may be distributed as needed among the Faculty
146 Division Chairs in the division.
147

148 10.3.3 The Faculty Division Chair's schedule for completing the duties of the chair shall
149 be created in consultation with the Division Dean.
150

151 **10.4 ELIGIBILITY AND SELECTION PROCESS**

152
153 10.4.1 To the fullest extent practicable, Faculty Division Chairs shall be elected from the

154 tenured full-time faculty of the division for a term of two (2) years commencing on
155 the first day of July following the election. An untenured candidate may be eligible
156 if approved by the Vice President of Instruction.
157

158 10.4.2 Prior to the 4th week of the Spring semester in an election year, the Division Dean
159 shall distribute an announcement detailing the qualifications, duties, and
160 responsibilities of the Faculty Division Chair. The Division Dean shall request
161 nominations and identify the number of Faculty Division Chairs requested.
162

163 10.4.3 Faculty may be nominated by other full-time faculty, both tenured and
164 probationary, between the 6th and 8th weeks of the Spring semester in each
165 election year. Candidates may nominate themselves. The nominee must have
166 rated satisfactory in the last evaluation. Nominations must be formally accepted by
167 the nominated faculty member.
168

169 Nominations must be approved by the Division Dean. The denial of a nomination
170 shall not be arbitrary. Upon request, the Dean shall provide the reason(s) for the
171 denial of a nomination in writing to the nominated faculty member.
172

173 10.4.4 A list of nominated faculty and secret ballot shall be made available by the Division
174 Dean to all full-time faculty ~~via email and in~~ hardcopy by the end of business on the
175 ~~Friday of the 9th week~~ Monday of the 13th week. Ballots must be ~~given~~ returned to
176 the Division Dean ~~and a faculty representative~~ by the Friday of the ~~9th~~ 10th week.
177 Elections that result in a tie will be decided by a run-off election. Ballots will be
178 counted in the presence of a faculty representative if such a representative is
179 identified by the faculty association by the time ballots are due.
180

181 10.4.5 The term of the incumbent Faculty Division Chair ends on June 30 and the term of
182 the newly elected Faculty Division Chair begins on July 1.
183

184 10.4.6 If there are no candidates for the Faculty Division Chair, the Division Dean, in
185 consultation with the Vice President of Instruction, shall appoint a Faculty Division
186 Chair to serve a ~~(1)-one-year-regular~~ term.
187

188 10.4.7 All Faculty Division Chair appointments shall be voluntary on the part of the faculty
189 member.
190

191 **10.5 EVALUATION PROCESS**

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193 10.5.1 The Faculty Division Chair shall be evaluated annually.
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195 10.5.2 The Faculty Division Chair evaluations are unrelated to regular faculty evaluations
196 and shall be based on only those factors related to being a Faculty Division Chair.
197 These factors shall be based on the list of representative duties identified in 2.1.
198

199 10.5.3 The Faculty Division Chair shall be evaluated annually to address the duties and
200 responsibilities as set forth in 2.1. The evaluation shall include a written evaluation
201 by the Division Dean using the evaluation form (Appendix B). All faculty shall also
202 be given the opportunity to evaluate the Chairs using the evaluation form
203 (Appendix B). In addition, the evaluation will include a written self-evaluation
204 submitted by the faculty member being evaluated.

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Components of the Evaluation:

- a. The Reassigned Time Evaluation Form (Appendix B) to be completed by the Division Dean
- b. Peer Evaluations for Division Chairs (Appendix B)
- c. Self-Evaluation (Appendix B)

10.5.4 A summary will be completed and submitted by the Division Dean to the Vice President for Instruction. After administrative review, the evaluation shall be signed by the Vice President for Instruction and returned to the Division Dean for signature and then for review with the Faculty Division Chair prior to the end of 14th week of the Spring semester. A copy of the evaluation shall be shared with the Faculty Division Chair, Division Dean, Vice President for Instruction, and Human Resources.

10.5.5 A faculty member who disagrees with the evaluation may submit a written response, which shall be made an attachment to the evaluation.

10.6 RESIGNATION AND REMOVAL

10.6.1 In the event that a Faculty Division Chair does not complete the two-year term in office, a new Faculty Division Chair shall be selected by the Division Dean to serve for the remainder of the chair's term.

10.6.2 A Faculty Division Chair may resign at the end of an academic term. A written resignation must be submitted to the Division Dean thirty (30) working days prior to the effective date of resignation.

10.6.3 An employee receiving a less than satisfactory evaluation may be removed from the position of Faculty Division Chair.

10.6.4 Employees removed from the position of Faculty Division Chair may be nominated in future Faculty Division Chair elections with the permission of the Division Dean and Vice President of Instruction.

Signed and entered into this _____ day of _____, 2024.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

