

## **Assessment of Faculty/Division Chair Duties**

This is an attempt by the negotiating team to assess chair the appropriateness of chair duties and the formulas that determine reassigned time and extra duty days. All surveys are confidential, so please do not indicate your name and answer honestly.

**A.** Below is a list of chair duties as delineated in the current contract. For each duty, indicate if it is actually being done by circling Y for Yes and N for No. Then provide a priority ranking (1 being the highest) for each duty.

### **Core Duties and Responsibilities of KCCD Faculty Chairs**

#### **1. Leadership (Rank from 1-11)**

a. Serve as primary communicator/spokesperson for the area of responsibility.

Y      N      Rank\_\_\_\_\_

b. Conduct regularly scheduled meetings, at least twice a semester and special meetings as necessary, for the area of responsibility to ensure communication, discussion, and consensual decision-making.

Y      N      Rank\_\_\_\_\_

c. Ensure area representation at appropriate college committees as defined by the established campus participatory governance procedures.

Y      N      Rank\_\_\_\_\_

d. Encourage area faculty and classified staff participation in college governance.

Y      N      Rank\_\_\_\_\_

e. Maintain cooperative and productive working relationships within the areas and with campus support services and other instructional areas.

Y    N    Rank\_\_\_\_\_

f. In collaboration with area faculty, identify student needs and recommend strategies for meeting identified needs.

Y    N    Rank\_\_\_\_\_

g. Support and represent equitably the disciplines and sub-disciplines within the area of responsibility.

Y    N    Rank\_\_\_\_\_

h. Faculty chairs will not be reassigned 100% from their service areas. They will continue to teach, counsel, or serve as a librarian, as appropriate.

Y    N    Rank\_\_\_\_\_

i. Facilitate open and shared communication and collaboration among faculty, staff, and program areas.

Y    N    Rank\_\_\_\_\_

j. Develop, in collaboration with area faculty, rules, regulations, and procedures for the operation of the area in accordance with the terms of the contract and Board policy.

Y    N    Rank\_\_\_\_\_

k. Encourage area participation in grant, special project, and categorical activities, where appropriate.

Y    N    Rank\_\_\_\_\_

## **2. Curriculum and Programs (Rank from 1-8)**

a. Encourage and support curriculum development and innovation.

Y      N      Rank\_\_\_\_\_

b. Coordinate the preparation and review of new course outlines and catalog information.

Y      N      Rank\_\_\_\_\_

c. Implement the curriculum review/renewal process.

Y      N      Rank\_\_\_\_\_

d. Implement and participate in the program review process.

Y      N      Rank\_\_\_\_\_

e. Develop area schedule of courses and staff assignments to meet student needs, with input from all area faculty.

Y      N      Rank\_\_\_\_\_

f. Participate in the articulation of area curricula with transfer institutions, high schools, and employers including Tech Prep agreements.

Y      N      Rank\_\_\_\_\_

g. Participate in the development of the Educational Master Plan in collaboration with the faculty within the area of responsibility and the Administration.

Y      N      Rank\_\_\_\_\_

h. Monitor student enrollments and program effectiveness. Recommend and implement appropriate measures as needed.

Y      N      Rank\_\_\_\_\_

**3. Personnel (Rank from 1-7)**

a. Participate in recruiting and selection processes of area full and part-time faculty and classified personnel.

Y N Rank\_\_\_\_\_

b. Coordinate department or division orientation of new area faculty and classified staff.

Y N Rank\_\_\_\_\_

c. Participate in faculty evaluations in accordance with this contract.

Y N Rank\_\_\_\_\_

d. Coordinate the evaluation of adjunct faculty.

Y N Rank\_\_\_\_\_

e. Participate in the evaluation of the supervising administrator.

Y N Rank\_\_\_\_\_

f. Participate in the evaluation of classified personnel as appropriate.

Y N Rank\_\_\_\_\_

g. Participate in the resolution of conflicts between faculty, staff, and students in the areas as described in Board Policy.

Y N Rank\_\_\_\_\_

#### 4. **Fiscal (Rank from 1-3)**

a. Collaboratively develop annual area budget and expenditure recommendations with input encouraged from all area faculty members.

Y N Rank\_\_\_\_\_

b. Manage area budget.

Y N Rank\_\_\_\_\_

c. Advocate for the area in the development of the college budget.

Y N Rank\_\_\_\_\_

**5. Administrative (Rank from 1-5)**

a. Work with the Public Information Officer or other appropriate entity to develop publications to promote instructional and student services programs.

Y      N      Rank\_\_\_\_\_

b. Ensure, where applicable, that advisory committees are formed, convened, and have appropriate community and faculty representation.

Y      N      Rank\_\_\_\_\_

c. Monitor operations and physical resources. Recommend and implement appropriate measures as needed.

Y      N      Rank\_\_\_\_\_

d. Oversee inventory and equipment lists as appropriate.

Y      N      Rank\_\_\_\_\_

e. Meet regularly prescribed timelines for faculty chair duties.

Y      N      Rank\_\_\_\_\_

**6. Are there any other duties or responsibilities that you are doing that are not on the list?**

B.

1. Is the amount of reassigned time and extra duty days enough for you to complete your duties as chair?

Y      N

Comment:

2. Does the current contract formula (based on FTEF) adequately predict the amount of reassigned time needed to complete chair duties and responsibilities?

Y      N

Comment:

3. Does the current contract formula (based on summer school FTEF) adequately predict the number of extra duty days needed to complete chair duties and responsibilities?

Y      N

Comment:

4. Should number of adjuncts in the department/division be a factor in calculating extra duty days?

Y      N

Comment:

5. Are there other factors that should play a role in calculating reassigned time and/or extra duty days?

Y      N

Comment: