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2 **PASADENA CITY COLLEGE FACULTY ASSOCIATION**

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4 **TO THE**

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6 **PASADENA AREA COMMUNITY COLLEGE DISTRICT**

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10
11 **TO THE**

12 **PASADENA AREA COMMUNITY COLLEGE DISTRICT**

13 **November 20, 2024 December 13, 2024**

14 **November 1, 2024**

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

21
22 **ARTICLE 10**
23 **FACULTY DIVISION CHAIRS**

24
25 **10.1 RATIONALE AND PURPOSE**

26
27 10.1.1 Faculty chairs are expected to provide leadership to faculty and staff in their areas,
28 provide operational and organizational support for the Division Dean, maintain and
29 enhance academic quality, and contribute to the ongoing cycle of institutional
30 improvement.

31
32 10.1.2 Administration shall determine the need for Faculty Division Chairs assignments
33 in consultation with division faculty. Faculty serving in this capacity will receive
34 compensation in the form of reassigned time during the Fall and Spring semesters
35 and a stipend during the winter and summer intersessions. The Division Dean has
36 right of assignment in regard to a Faculty Division Chair's individual allotment of
37 the reassigned time and stipend.

38
39 10.1.3 Programs which are mandated by external accreditation standards shall have
40 chairs/coordinators appointed in accordance with those standards.

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42 **10.2 FACULTY DIVISION CHAIR REPRESENTATIVE DUTIES**

43
44 10.2.1 Under the direction of the Division Dean, the Faculty Division Chair shall provide
45 leadership and organizational support for the division. The representative duties
46 will be assigned by the Division Dean in consultation with the Division Chair and
47 may include any or all of the following:

- 48
49 a. In consultation with the Division Dean, the Faculty Division Chair shall
50 monitor and coordinate the area's curriculum development to include
51 review, updates, modifications, and articulation agreements.

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- 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.
- d. The Faculty Division Chair shall assist the Division Dean with the evaluation process for part-time faculty.
- e. The Faculty Division Chair shall assist the Division Dean with the tracking of the process and related documentation of faculty evaluations. The tracking process will maintain confidentiality.
- f. The Faculty Division Chair shall orient new part-time and full-time faculty to the division and programs.
- g. The Faculty Division Chair shall assist the Division Dean with the selection of new classified employees and other instructional support staff.
- h. The Faculty Division Chair shall support the Division's academic courses and programs by facilitating faculty participation in the assessment of student learning outcomes to include the collection and analysis of student learning outcomes data and improvement plans. The Faculty Division Chair shall assist area faculty in scheduling regular discussions regarding the use of student learning outcomes for course and program improvement.
- i. The Faculty Division Chair shall facilitate the participation of faculty in the college's program review and annual update processes and the completion of program review documents and reports. The Faculty Division Chair shall assist the Division Dean and area faculty in developing and implementing program review improvement plans.
- j. The Faculty Division Chair will participate in the integrated planning process and assist the Division Dean with evaluation of Division needs, planning, budget development, and resource allocation.
- k. In consultation with Counselors, the Articulation Officer, and area faculty, the Faculty Division Chair may advise students on program, degree, and certificate requirements including pre- and co-requisites. The Faculty Division Chair shall assist the Division Dean with the review of prerequisite challenges.
- l. If applicable to the Division's programs, Faculty Division Chairs shall assist Division Deans with student recruitment and selection for programs including facilitation of orientation sessions, auditions, and program entry/exit testing or interviews, monitoring of student records and required documents, and management of program mandated standards defined by external agencies. When appropriate, the Faculty Division Chair shall serve

103 as the liaison to external agencies including Certificate Advisory
104 Committees and/or external accrediting commissions. If relevant to the
105 Division, the Faculty Division Chair shall assist the Division Dean with
106 establishing and monitoring contracts and internships.

107
108 m. The Faculty Division Chair shall assist the Division Dean and staff with
109 coordinating with other campus departments, divisions, and external
110 agencies. The Faculty Division Chair shall facilitate and monitor the
111 development of the Division's informational brochures, applications,
112 websites, and relevant components of the catalog.

113
114 n. The Faculty Division Chair shall provide support to faculty regarding
115 application of college procedures.

116
117 o. The Faculty Division Chair will assist the Division Dean with the collection
118 of data required for regional and/or external accreditation reports.

119
120 p. The Faculty Division Chair will assist the Division Dean to assess the need
121 for and coordination of professional development for the Division.

122
123 q.^[MA1] The Faculty Division Chair will participate in a mandatory 4-6~~10-12~~ hours
124 of professional development ~~and/or division chair meetings as~~ designated
125 for chairs for each year.

126
127 r. ~~The ^[G2] Faculty Division Chair will attend division chair meetings as~~
128 ~~designated for chairs each year given that much of the foregoing Division~~
129 ~~Chair responsibilities occurs in those meetings.~~

130
131 ~~r.s.~~ The Faculty Division Chair shall assist with other duties determined by the
132 Division Dean to be appropriate for the Division.

133
134 10.2.2 The Faculty Division Chair duties shall be performed outside of the faculty
135 member's assigned teaching hours, including office hours and contracted
136 professional responsibilities.

137
138 10.2.3 In fulfilling these responsibilities, Faculty Division Chair must be able to create and
139 maintain an effective working relationship with the Division Dean, faculty, and staff
140 and accomplish duties in a timely manner.

141 142 **10.3 COMPENSATION**

143
144 10.3.1 Faculty Division Chairs will receive reassigned time for the Fall and Spring
145 semesters based on the established formula and will be paid as 10-month
146 employees. This formula will be recalculated annually based upon the data from
147 the prior fall term and will be given to the Division Deans before the 8th week of
148 the Spring semester as follows:

$$149 \text{LHE} = 2.0 + 0.15 (\text{\#FT Faculty}) + 0.3 (\text{\# Probationary Faculty}) + 0.2 (\text{\#Part-} \\ 150 \text{Time Faculty}) + 0.1 (\text{\#Classified Staff})$$

151
152 Additional duties required during an intersession shall be compensated using the
153

154 established stipend rate.
155

156 10.3.2 Once calculated, the Division Dean in consultation with the Division Chair(s) will
157 assign individual allotments of reassigned time and stipends. Unequal amounts of
158 reassigned time and stipends may be distributed as needed among the Faculty
159 Division Chairs in the division.
160

161 10.3.3 The Faculty Division Chair's schedule for completing the duties of the chair shall
162 be created in consultation with the Division Dean.
163

164 10.4 ELIGIBILITY AND SELECTION PROCESS 165

166 10.4.1 To the fullest extent practicable, Faculty Division Chairs shall be elected from the
167 tenured full-time faculty of the division for a term of two (2) years commencing on
168 the first day of July following the election. An untenured candidate may be eligible
169 if approved by the Vice President of Instruction.
170

171 10.4.2 Prior to the 4th week of the Spring semester in an election year, the Division Dean
172 shall distribute an announcement detailing the qualifications, duties, and
173 responsibilities of the Faculty Division Chair. The Division Dean shall request
174 nominations and identify the number of Faculty Division Chairs requested.
175

176 10.4.3 Faculty may be nominated by other full-time faculty, both tenured and
177 probationary, between the 6th and 8th weeks of the Spring semester in each
178 election year. Candidates may nominate themselves. The nominee must have
179 rated satisfactory in the last evaluation. Nominations must be formally accepted by
180 the nominated faculty member.
181

182 Nominations must be approved by the Division Dean. The denial of a nomination
183 shall not be arbitrary. Upon request, the Dean shall provide the reason(s) for the
184 denial of a nomination in writing to the nominated faculty member.
185

186 10.4.4 [MA3]A [JG4]list of nominated faculty and secret ballot shall be made available by the
187 Division Dean to all full-time faculty via a secure online voting platform via email
188 and in hardcopy by the end of business on the Friday of the 9th week~~Monday of the~~
189 13th week. Ballots must be given returned to the Division Dean ~~and a faculty~~
190 representative by the Friday of the 9th 10th week. Elections that result in a tie will
191 be decided by a run-off election. ~~Ballots will be counted in the presence of a faculty~~
192 representative if such a representative is identified by the faculty association by
193 the time ballots are due.
194

195 10.4.5 The term of the incumbent Faculty Division Chair ends on June 30 and the term of
196 the newly elected Faculty Division Chair begins on July 1.
197

198 10.4.6 [MA5] If there are no candidates for the Faculty Division Chair, the Division Dean,
199 in consultation with the Vice President of Instruction, shall appoint a Faculty
200 Division Chair to serve a (1) one-year regular term.
201

202 10.4.7 All Faculty Division Chair appointments shall be voluntary on the part of the faculty
203 member.
204

205 **10.5 EVALUATION PROCESS**

206
207 10.5.1 The Faculty Division Chair shall be evaluated annually.

208
209 10.5.2 The Faculty Division Chair evaluations are unrelated to regular faculty evaluations
210 and shall be based on only those factors related to being a Faculty Division Chair.
211 These factors shall be based on the list of representative duties identified in 2.1.

212
213 10.5.3 The Faculty Division Chair shall be evaluated annually to address the duties and
214 responsibilities as set forth in 2.1. The evaluation shall include a written evaluation
215 by the Division Dean using the evaluation form (Appendix B). All faculty shall also
216 be given the opportunity to evaluate the Chairs using the evaluation form
217 (Appendix B). In addition, the evaluation will include a written self-evaluation
218 submitted by the faculty member being evaluated.

219
220 Components of the Evaluation:

- 221
222 a. The Reassigned Time Evaluation Form (Appendix B) to be completed by
223 the Division Dean
224 b. Peer Evaluations for Division Chairs (Appendix B)
225 c. Self-Evaluation (Appendix B)

226
227 10.5.4^[MA6] A summary will be completed and submitted by the Division Dean to the
228 Vice President for Instruction. After administrative review, the evaluation shall be
229 signed by the Vice President for Instruction and returned to the Division Dean [for](#)
230 [signature and then](#) for review with the Faculty Division Chair prior to the end of
231 14th week of the Spring semester. A copy of the evaluation shall be shared with
232 the Faculty Division Chair, Division Dean, Vice President for Instruction, and
233 Human Resources.

234
235 10.5.5 A faculty member who disagrees with the evaluation may submit a written
236 response, which shall be made an attachment to the evaluation.

237
238 **10.6 RESIGNATION AND REMOVAL**

239
240 10.6.1 In the event that a Faculty Division Chair does not complete the two-year term in
241 office, a new Faculty Division Chair shall be selected by the Division Dean to serve
242 for the remainder of the chair's term.

243
244 10.6.2 A Faculty Division Chair may resign at the end of an academic term. A written
245 resignation must be submitted to the Division Dean thirty (30) working days prior
246 to the effective date of resignation.

247
248 10.6.3 An employee receiving a less than satisfactory evaluation may be removed from
249 the position of Faculty Division Chair.

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251 10.6.4 Employees removed from the position of Faculty Division Chair may be nominated
252 in future Faculty Division Chair elections with the permission of the Division Dean
253 and Vice President of Instruction.

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

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258 FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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