

1
2 **PASADENA AREA COMMUNITY COLLEGE DISTRICT**
3 **TO THE**
4 **PASADENA CITY COLLEGE FACULTY ASSOCIATION**
5 **PASADENA CITY COLLEGE FACULTY ASSOCIATION**
6
7 **TO THE**
8 **PASADENA AREA COMMUNITY COLLEGE DISTRICT**
9 **November 20, 2024**
10 **November 1, 2024**

11
12 The collective bargaining proposal presented herein by the Pasadena Area Community College
13 District to the Pasadena City College Faculty Association and is expressly made pursuant to the
14 Education Employment Relations Act and the Collective Bargaining Contract between the parties.
15 The following article shall be deemed to remain unchanged in the Collective Bargaining
16 Agreement except as set forth below:

17
18 **ARTICLE 10**
19 **FACULTY DIVISION CHAIRS**

20
21 **10.1 RATIONALE AND PURPOSE**

- 22
23 10.1.1 Faculty chairs are expected to provide leadership to faculty and staff in their areas,
24 provide operational and organizational support for the Division Dean, maintain and
25 enhance academic quality, and contribute to the ongoing cycle of institutional
26 improvement.
- 27
28 10.1.2 Administration shall determine the need for Faculty Division Chairs assignments
29 in consultation with division faculty. Faculty serving in this capacity will receive
30 compensation in the form of reassigned time during the Fall and Spring semesters
31 and a stipend during the winter and summer intersessions. The Division Dean has
32 right of assignment in regard to a Faculty Division Chair's individual allotment of
33 the reassigned time and stipend.
- 34
35 10.1.3 Programs which are mandated by external accreditation standards shall have
36 chairs/coordinators appointed in accordance with those standards.

37
38 **10.2 FACULTY DIVISION CHAIR REPRESENTATIVE DUTIES**

- 39
40 10.2.1 Under the direction of the Division Dean, the Faculty Division Chair shall provide
41 leadership and organizational support for the division. The representative duties
42 will be assigned by the Division Dean in consultation with the Division Chair and
43 may include any or all of the following:
- 44
45 a. In consultation with the Division Dean, the Faculty Division Chair shall
46 monitor and coordinate the area's curriculum development to include
47 review, updates, modifications, and articulation agreements.
- 48
49 b. The Faculty Division Chair will assist the Division Dean with recommending
50 and preparing course, section, and faculty schedules by established
51 deadlines that meet student needs, enrollment targets, and budgetary

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

- 103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
- m. The Faculty Division Chair shall assist the Division Dean and staff with coordinating with other campus departments, divisions, and external agencies. The Faculty Division Chair shall facilitate and monitor the development of the Division's informational brochures, applications, websites, and relevant components of the catalog.
 - n. The Faculty Division Chair shall provide support to faculty regarding application of college procedures.
 - o. The Faculty Division Chair will assist the Division Dean with the collection of data required for regional and/or external accreditation reports.
 - p. The Faculty Division Chair will assist the Division Dean to assess the need for and coordination of professional development for the Division.
 - q.^[MA1] The Faculty Division Chair will participate in a mandatory 4-6~~10-12~~ hours of professional development and/or division chair meetings as designated for chairs for each year.
 - r. The ^[JG2]Faculty Division Chair will attend division chair meetings as designated for chairs each year given that much of the foregoing Division Chair responsibilities occurs in those meetings.
 - r^s. The Faculty Division Chair shall assist with other duties determined by the Division Dean to be appropriate for the Division.

130 10.2.2 The Faculty Division Chair duties shall be performed outside of the faculty
131 member's assigned teaching hours, including office hours and contracted
132 professional responsibilities.

133
134 10.2.3 In fulfilling these responsibilities, Faculty Division Chair must be able to create and
135 maintain an effective working relationship with the Division Dean, faculty, and staff
136 and accomplish duties in a timely manner.

137 138 **10.3 COMPENSATION**

139
140 10.3.1 Faculty Division Chairs will receive reassigned time for the Fall and Spring
141 semesters based on the established formula and will be paid as 10-month
142 employees. This formula will be recalculated annually based upon the data from
143 the prior fall term and will be given to the Division Deans before the 8th week of
144 the Spring semester as follows:

$$145 \text{LHE} = 2.0 + 0.15 (\text{\#FT Faculty}) + 0.3 (\text{\# Probationary Faculty}) + 0.2 (\text{\#Part-} \\ 146 \text{Time Faculty}) + 0.1 (\text{\#Classified Staff})$$

147
148
149 Additional duties required during an intersession shall be compensated using the
150 established stipend rate.

151
152 10.3.2 Once calculated, the Division Dean in consultation with the Division Chair(s) will
153 assign individual allotments of reassigned time and stipends. Unequal amounts of

154 reassigned time and stipends may be distributed as needed among the Faculty
155 Division Chairs in the division.

156
157 10.3.3 The Faculty Division Chair's schedule for completing the duties of the chair shall
158 be created in consultation with the Division Dean.

160 10.4 ELIGIBILITY AND SELECTION PROCESS

161
162 10.4.1 To the fullest extent practicable, Faculty Division Chairs shall be elected from the
163 tenured full-time faculty of the division for a term of two (2) years commencing on
164 the first day of July following the election. An untenured candidate may be eligible
165 if approved by the Vice President of Instruction.

166
167 10.4.2 Prior to the 4th week of the Spring semester in an election year, the Division Dean
168 shall distribute an announcement detailing the qualifications, duties, and
169 responsibilities of the Faculty Division Chair. The Division Dean shall request
170 nominations and identify the number of Faculty Division Chairs requested.

171
172 10.4.3 Faculty may be nominated by other full-time faculty, both tenured and
173 probationary, between the 6th and 8th weeks of the Spring semester in each
174 election year. Candidates may nominate themselves. The nominee must have
175 rated satisfactory in the last evaluation. Nominations must be formally accepted by
176 the nominated faculty member.

177
178 Nominations must be approved by the Division Dean. The denial of a nomination
179 shall not be arbitrary. Upon request, the Dean shall provide the reason(s) for the
180 denial of a nomination in writing to the nominated faculty member.

181
182 10.4.4 [MA3]A [JG4]list of nominated faculty and secret ballot shall be made available by the
183 Division Dean to all full-time faculty via a secure online voting platform via email
184 and in hardcopy by the end of business on the Friday of the 9th week ~~Monday of the~~
185 13th week. Ballots must be given returned to the Division Dean ~~and a faculty~~
186 representative by the Friday of the 9th-10th week. Elections that result in a tie will
187 be decided by a run-off election. Ballots will be counted in the presence of a faculty
188 representative if such a representative is identified by the faculty association by
189 the time ballots are due.

190
191 10.4.5 The term of the incumbent Faculty Division Chair ends on June 30 and the term of
192 the newly elected Faculty Division Chair begins on July 1.

193
194 10.4.6 [MA5] If there are no candidates for the Faculty Division Chair, the Division Dean,
195 in consultation with the Vice President of Instruction, shall appoint a Faculty
196 Division Chair to serve a ~~(1)~~ one-year regular term.

197
198 10.4.7 All Faculty Division Chair appointments shall be voluntary on the part of the faculty
199 member.

201 10.5 EVALUATION PROCESS

202
203 10.5.1 The Faculty Division Chair shall be evaluated annually.

204

205 10.5.2 The Faculty Division Chair evaluations are unrelated to regular faculty evaluations
206 and shall be based on only those factors related to being a Faculty Division Chair.
207 These factors shall be based on the list of representative duties identified in 2.1.
208

209 10.5.3 The Faculty Division Chair shall be evaluated annually to address the duties and
210 responsibilities as set forth in 2.1. The evaluation shall include a written evaluation
211 by the Division Dean using the evaluation form (Appendix B). All faculty shall also
212 be given the opportunity to evaluate the Chairs using the evaluation form
213 (Appendix B). In addition, the evaluation will include a written self-evaluation
214 submitted by the faculty member being evaluated.
215

216 Components of the Evaluation:

- 217
- 218 a. The Reassigned Time Evaluation Form (Appendix B) to be completed by
219 the Division Dean
- 220 b. Peer Evaluations for Division Chairs (Appendix B)
- 221 c. Self-Evaluation (Appendix B)
222

223 10.5.4^[MA6] A summary will be completed and submitted by the Division Dean to the
224 Vice President for Instruction. After administrative review, the evaluation shall be
225 signed by the Vice President for Instruction and returned to the Division Dean [for](#)
226 [signature and then](#) for review with the Faculty Division Chair prior to the end of
227 14th week of the Spring semester. A copy of the evaluation shall be shared with
228 the Faculty Division Chair, Division Dean, Vice President for Instruction, and
229 Human Resources.
230

231 10.5.5 A faculty member who disagrees with the evaluation may submit a written
232 response, which shall be made an attachment to the evaluation.
233

234 **10.6 RESIGNATION AND REMOVAL**

235

236 10.6.1 In the event that a Faculty Division Chair does not complete the two-year term in
237 office, a new Faculty Division Chair shall be selected by the Division Dean to serve
238 for the remainder of the chair's term.
239

240 10.6.2 A Faculty Division Chair may resign at the end of an academic term. A written
241 resignation must be submitted to the Division Dean thirty (30) working days prior
242 to the effective date of resignation.
243

244 10.6.3 An employee receiving a less than satisfactory evaluation may be removed from
245 the position of Faculty Division Chair.
246

247 10.6.4 Employees removed from the position of Faculty Division Chair may be nominated
248 in future Faculty Division Chair elections with the permission of the Division Dean
249 and Vice President of Instruction.
250

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

252
253
254 FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION
255

256
257
258
259
260
261
262
