

APPENDIX D

DIVISION CHAIR

Introduction:

The Division Chair coordinates administrative functions and provides support and assistance to faculty colleagues in assigned or merged areas. Division Chairs shall be tenured faculty members unless excepted by a Letter of Understanding. As primary leader of instructional or service areas, a Division Chair accepts full responsibility and accountability for: the cultivation of proactive and creative approaches on all educational matters and concerns; meeting college-wide deadlines; providing requested data/information; responding to needs in area(s); being present and involved in key governance meetings; assisting the Vice-President and President (or designee) with shared policy development and administration of the college; and promoting area(s) within the college and to the external community. The Division Chair may be given re-assigned time or other compensation for carrying out his/her duties and responsibilities in accordance with Article 20.

Duties and Responsibilities:

In cooperation with members of the division and other staff, the Division Chair shall ensure that the following duties and responsibilities are successfully achieved:

1. Develop long-range goals and a plan for the division (curriculum, staffing, equipment, budget, staff development, etc.) and identification of means, timelines and individuals responsible for implementation and achievement of these goals; provide the Vice-President (or designee) with a brief annual report of division/program achievements and the extent to which goals and objectives were realized. Prepare and submit other reports for the administration and Board of Trustees as requested
2. Coordinate efforts of department/program faculty to set annual goals and objectives, complete Program Review as scheduled, and implement recommendations and plans of Action of the review report.
3. Participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
4. Assist departments in planning and implementing a WSCH/FTE plan of action and, with assistance from the appropriate Vice-President (or designee) manage division FTE and academic hourly allocations.
5. Serve as the first line of authority relative to staff, administrative and public concerns/complaints and inform the Vice-President (or designee) of the nature, status and action taken, while at the same time maintaining the professional and academic integrity and privacy of all parties concerned.
6. Serve as the second line of authority relative to student and faculty concerns/complaints and inform the Vice-President of the nature, status, and action taken, while at the same

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- time maintaining the professional and academic integrity and privacy of all parties concerned.
7. Facilitate divisional requests in the scheduling, use, and maintenance of equipment and facilities.
 8. Assist department chairs in maintaining and updating the associate instructor pool and recommend assignment of associate and substitute instructors in accordance with District policy and per collective bargaining agreement.
 9. Assist department chairs in maintaining and updating the college catalog on matters relating to departments or programs within the division.
 10. As appropriate, coordinate with Corporate Training and Economic Development to establish and maintain a close liaison with community, business and industry. In vocational areas, ensure that advisory committee meetings are held.
 11. Ensure that there is representation of division at meetings and on District, college, staff, student and advisory committees; coordinate assignments of full-time faculty to committees; plan and conduct division meetings on a regular basis.
 12. Ensure that the recruitment, hiring, orientation and appraisal of full-time and associate faculty are conducted in accordance with bargaining agreement and Board procedures; aid in orientation of new division faculty/staff members.
 13. Coordinate the preparation and approve of all class schedules, including initial room assignments by posted deadlines; working cooperatively with other chairs and under the supervision of the Vice-President, help resolve room and other conflicts in the preliminary schedule.
 14. With assistance from the appropriate Vice-President (or designee) coordinate and oversee department budgets, payroll process, requisitions, contracts, staffing requests, and other financial commitments.
 15. Assist department chairs in working with the college articulation officer relating to the coordination, revision and updating of appropriate articulation agreements with state colleges/ universities, the community, and state and federal agencies.
 16. Assist in providing direction for the division office coordinator (SOC).
 17. Assist and support department chairs and faculty in the completion of their duties and responsibilities, and keep faculty informed of college/district activities, decisions, etc.
 18. Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
 19. Participate in preparation of state and federal grant applications as appropriate.
 20. Assist the Vice-President in administering the District's policies and procedures, including compliance with all bargaining unit agreements.

Note: The Division Chair job description specific to West Valley College shall be eliminated.

Note on the parties' intent: With the removal of "With direction from the Vice-President of Instruction or the President (or designee)," the parties do not intend to change the pre-existing organizational structure of the District or the management responsibilities of any position.