Article XIII
DEPARTMENT HEAD ASSIGNMENTS
August 1, 2013

Preamble

The parties recognize that Department Heads are essential to the effective operation of each department in the institution. The parties also recognize that department heads should receive appropriate training as well as timely and continuing constructive feedback on the performance of their Department Head duties so that they remain effective in support of institutional and departmental goals.

A. Department Head Job Description
The following is the description for the position of Department Head. The following will also serve as performance factors upon which department heads get assessed:

1. Under the direction of the appropriate dean, the department head shall provide leadership and organizational support to the academic program in maintaining and enhancing academic quality and in reviewing the curriculum and planning a balanced program to meet current and future needs. It is the responsibility of the department head to communicate regularly and consult with his/her area faculty on academic and professional matters concerning the department(s). As appropriate, to solicit assistance and delegate tasks to area faculty. In addition, the department head shall provide operational support to the area dean in implementing and maintaining appropriate College policies, procedures, systems and other operationally related processes.

2. Works collegially and collaboratively with area faculty, the area dean, and the campus community as well as demonstrates ethical behavior, respect, and professionalism in accordance with Administrative Regulation 3008.

3. Serves as an ombudsman and as the first-level problem resolver for problems concerning faculty and students within the department.

4. Prepares and recommends schedule of classes by established deadlines; recommends a pattern of classes for the department in conjunction with budgetary parameters and any other guidelines that are suggested by the area dean and/or Office of Academic Services. Following approval of the pattern, recommends a schedule for faculty after consultation with them. Reads enrollment data and recommends schedule changes after consulting with administration. Closes and splits classes. As determined by the appropriate dean, may assign faculty to contract education classes after consulting with appropriate administration staff and contracting agencies.

5. Participates in the recruitment and selection of hourly faculty, contract faculty, classified employees, substitutes, and student employees within established timelines.

6. Recruits, interviews, and recommends hourly faculty and substitutes to the area dean. Interviews and hires student employees. May interview contract education presenters and instructors as appropriate. Constructs and maintains a list of potential substitutes.

7. Develops, recommends, and monitors the department operating budgets and professional conference budget. Reviews, researches, and recommends changes,
tracks expenditures, spends money, and may recommend transfers of funds after consultation with administration.

8. Researches, prepares, prioritizes and recommends capital outlay requests. Submits, or causes to be submitted, routine requests and forms, such as those required for supplies, service, maintenance, and equipment; makes facilities, equipment, maintenance and repair requests as appropriate in support of the academic program.

9. Participates in obtaining substitutes as needed. Prepares a list of potential substitutes, contacts potential substitutes, and ensures coverage of all classes in the area. Submits appropriate paperwork to the division office to ensure the substitute is paid in a timely manner.

10. Assists area dean with the collection of mandated accreditation data.

11. Chairs the evaluation committee for tenured/probationary faculty in accordance with Article X. Chairs evaluation committee, conducts meetings, and follows timelines, procedures, and maintains proper documentation.

12. Coordinates and/or conducts the evaluation of part-time faculty with the assistance of designated departmental representatives in accordance with the Certificated Hourly Instructor collective bargaining agreement.

13. Rates appropriate classified employees with the assistance of designated departmental representatives as requested by the area dean. May supervise and evaluate appropriate classified personnel.

14. Approves faculty textbook requisitions for bookstore use in accordance with District specified timelines. Approves text requisitions and may adjust them for enrollment trends.

15. Initially reviews and approves, where appropriate, instructional requests and forms, such as Credit by Examination, Honors, Independent Study, Change of Grade, Change of Location, Field Trips, and Guest Speakers. Reviews and approves, where appropriate, instructor requests and ensures requests comply with approved regulations; counsels faculty regarding regulations.

16. Recommends, and periodically reviews, in consultation with the department faculty, course outlines previously reviewed by faculty members, as well as course additions, deletions, modifications, catalog changes, curriculum guides, and graduation/general education requirements. After consultation with the faculty, coordinates and recommends course changes, additions and deletions.

17. Assists the Coordinator, School and College Relations with the articulation of course and program offerings with other schools and colleges; also assists in articulation with outside agencies and/or advisory committees. Acts as spokesperson for the department regarding articulation of course and program offerings with other schools, colleges, and advisory committees as needed. Meets with other schools, colleges, agencies and advisory committees as needed; may meet with outside agencies regarding Contract Education.

18. Schedules and conducts a minimum of three department meetings per semester during the academic year, with a minimum of forty-eight (48) hours advance notice during a day and time when a maximum amount of faculty can attend. Formulates agendas and maintains meeting records for the academic year including meeting participants.
19. Serves as a consultant to the special programs of the college, such as community services, career and technical education programs, institutional initiatives, grants and projects; acts as spokesperson for departmental and instructional discipline; and consults with specialized programs of the college on an as-needed basis which may include attendance at meetings.

20. In collaboration with appropriate District personnel (faculty, dean, directors, etc.), may consult on and recommend curriculum and staffing for all Contract Education courses.

21. As a department head, and spokesperson for the department, serves on various institutional committees/advisory committees and attends required meetings of department heads.

a. Attends various meetings and participates as a regular committee member.

b. Other Department faculty members may serve as a consultant to department head and may be asked to act in place of department head.

22. Any additional program/departmental duties and or responsibilities that have been mutually agreed to between the department head and the Dean in writing.

23. Attends trainings, meetings or professional development activities that serve to support the role of department head or area faculty and/or are mandated by the District.

B. Department Head Assessment Procedure

1. Department head assessments are unrelated to regular faculty evaluations. The department head is being assessed on only those factors related to being a department head, not those factors which the parties have agreed are relevant to faculty evaluations.

2. Performance Factors: This job description sets forth the functions of a department head. These functions shall serve as the Performance Factors by which department heads will be assessed. As such, the Department Head assessment form (Appendix A) shall set forth the Performance Factors below which will be used to assess and provide feedback to department heads.

3. When department faculty utilize the Department Head Assessment form, they will address as many of the performance factors as they are able to based on their knowledge of, and interactions with, their department head. The parties agree that specific examples are much more important than the rating for each factor, as the specific examples explain the basis for each rating.

4. Assessment Cycle: All department heads shall be assessed the third semester of each three (3) year term. A support, training or improvement plan may also be initiated at the direction of the majority of the faculty, the discretion of the area dean or as requested by the Department Head.

5. The committee will be comprised of the area dean (who chairs the committee), and two faculty members mutually agreed to by the dean and the department head. If there are fewer than two faculty members in the department, then both faculty members may be selected from outside the department. If the dean and department head cannot mutually agree on the selection of the two faculty members, then one faculty member outside the department will be selected by the Academic Senate and one faculty member outside the department will be selected by CCA-LBCC.

The committee members shall review each of the forms, including his/her own form (if submitted) and the committee chair shall create a summary document setting forth the
assessment of the department head with respect to each Performance Factor. This
document will also set forth the specific examples provided.

6. Each Performance Factor will be assigned a rating of Excellent, Exceeds Standards,
Meets Standards, Needs Improvement, Unsatisfactory, or Not Applicable/Unknown.
There will be a rating form for both the department faculty review and the department
head Assessment Committee's review of the department head. The department head
Assessment Committee's review form may include an optional narrative feedback form to
provide timely and continuing constructive feedback. This narrative may include, but is
not limited to, feedback of the department head's ability with regards to, departmental
leadership, departmental planning, class scheduling, and involvement in instructional
related issues such as curriculum. For all ratings, both faculty and the department head
Assessment Committee should explain their ratings (if they are able to assess the factor)
with specific examples.

7. Each faculty member shall provide his/her peer assessment form to the chair of the
Assessment Committee who will provide copies to each member.

8. If the overall rating is Excellent, Exceeds Standards or Meets Standards, the department
head shall continue in his/her role as department head. If the overall assessment is
Needs Improvement, the dean, in consultation with the other members of the committee
(and if appropriate the Office of Human Resources), will prepare an improvement plan for
the area(s) of concern. A draft version of the improvement plan will be presented to the
committee for its input and review which will then finalize it. When the improvement plan
is presented to the department head, the dean may consider any revisions requested
from the department head. Contained within the improvement plan will also be
professional development opportunities for which the department head can take
advantage of.

If an improvement plan is implemented, a re-assessment process will take place during
the fourth or fifth semester of the department head's three (3) year term. An overall
rating of Needs Improvement at the conclusion of a re-assessment process shall be
considered as equivalent to an Unsatisfactory.

9. An overall assessment of Unsatisfactory by the Department Head Assessment
Committee may result in the department head being removed from the assignment. A
written narrative justifying a rating of Unsatisfactory must be prepared by the committee
chair and attached to the final assessment. A department head whose overall
assessment is an Unsatisfactory rating, will not be permitted to be reconsidered for
election/appointment to department head for at least one (1) full three (3) year term after
being removed.

10. A department head who disagrees with the Department Head Assessment Committee's
decision will have the ability to meet with the Vice President of Human Resources or
his/her designee to address the disagreement. The department head's response will be
considered before a final decision to remove is made. If a department head is removed
from the assignment due to an Unsatisfactory rating, the dean, in consultation with the
rest of the Committee, shall appoint an Interim department head until such time as an
election can be conducted.

11. The parties recognize that it is critical that department heads be given the opportunity to
be successful in the assignment by being provided with training and professional
development. To that end, the parties agree that department heads will have a
scheduled Department Head Academy as well as regular training sessions which will
provide professional development opportunities for department heads. The parties agree
that the curriculum for the Department Head Academy will change over time based on
the needs of both the district and department heads for department heads to learn how to be most effective in that role.

C. Reassigned Time, Additional Duty Pay, and Stipends for Department Heads

1. The following formula is to be used for determining the amount of release time for department heads serving academic and career technical education (CTE) programs. The formula is based on three factors which include Full-time and Part-time Equivalent Faculty (FTEF), Weekly Student Contact Hours (WSCH), and classified employees who report directly to or are supervised by the department head. A point value has been assigned to each factor.

- One (1) point for each faculty full-time and part-time FTEF
- One (1) point for each one thousand (1,000) WSCH
- One (1) point for each classified employee who report to the department head or who are supervised by the department head

The following formula is to be used for determining the amount of release time for department heads serving the Library and Counseling Departments:

- One (1) point for each faculty full-time and part-time FTEF
- One (1) point for each one thousand (1,000) WSCH
- One (1) point for each classified employee who reports to the department head or who is supervised by the department head
- One (1) point for each seven hundred (700) total full-time equivalent students (FTES)

2. The data for determining the factors in the formula shall be derived from the following sources:

Faculty FTEF, WSCH, and the number of hourly-rate instructors shall be calculated every spring semester and shall come from the “Full-Time Equivalency Faculty Report” of the previous fall semester. Hourly rate instructors are temporary employees of the District paid on an hourly-rate basis. Long-term substitutes are included with contract faculty FTEF. In order to be counted as a long-term substitute, the person must be assigned for an entire semester or for a full year. Excluded from classification as hourly rate instructors are contract or tenured faculty with hourly assignments and hourly or daily substitutes. Total FTES will be determined by the most recent apportionment attendance report (recalc period).

3. A department head may appeal his/her designated percentage of reassigned time in circumstances where he/she is required to perform duties as a department head that are determined to be above and beyond those listed in the department head job description due to the nature of the department/program. Such an appeal shall be presented in writing to the area vice president. The area vice president shall then convene an Appeals Committee comprised of three (3) individuals: the vice president or his/her designee, an administrator/dean selected by mutual agreement of the area vice president and CCA-LBCC, and one faculty member selected by CCA-LBCC. The determination of the Appeals Committee shall be final.
4. The reassigned time for a department head under formula shall be determined as follows:

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>0 – 27</td>
<td>20%</td>
</tr>
<tr>
<td>28 – 36</td>
<td>30%</td>
</tr>
<tr>
<td>37 – 45</td>
<td>40%</td>
</tr>
<tr>
<td>46 – 54</td>
<td>50%</td>
</tr>
<tr>
<td>55 – 63</td>
<td>60%</td>
</tr>
<tr>
<td>64 – 72</td>
<td>70%</td>
</tr>
<tr>
<td>73 or more</td>
<td>80%</td>
</tr>
</tbody>
</table>

5. Stipends for department heads shall be determined as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>$6,441</td>
</tr>
<tr>
<td>30%</td>
<td>$6,741</td>
</tr>
<tr>
<td>40%</td>
<td>$7,041</td>
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<tr>
<td>50%</td>
<td>$7,341</td>
</tr>
<tr>
<td>60%</td>
<td>$7,641</td>
</tr>
<tr>
<td>70%</td>
<td>$7,941</td>
</tr>
<tr>
<td>80% or more</td>
<td>$8,241</td>
</tr>
</tbody>
</table>

6. Additional duty pay is compensation for duties performed between semesters and during the time between the end of the spring semester and the beginning of the fall semester, or days worked beyond the contracted 177 days. Additional duty pay shall be paid as follows:

<table>
<thead>
<tr>
<th>Reassigned Time</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% Reassigned Time</td>
<td>$3,000</td>
</tr>
<tr>
<td>30% Reassigned Time</td>
<td>$3,500</td>
</tr>
<tr>
<td>40% Reassigned Time</td>
<td>$4,000</td>
</tr>
<tr>
<td>50% Reassigned Time</td>
<td>$4,500</td>
</tr>
<tr>
<td>60% Reassigned Time</td>
<td>$5,000</td>
</tr>
<tr>
<td>70% Reassigned Time</td>
<td>$5,500</td>
</tr>
<tr>
<td>80% or more Reassigned Time</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

7. If more than one department head serves in a given department during the academic year, the amount of additional duty pay shall be divided proportionally between the department heads, based on length of service. Appointed department heads shall also qualify for additional pay.

8. RN and VN Reassigned Time is designated as follows:

**RN:**
20% RN Department Head
70% RN Program Director

**VN:**
20% VN Department Head
40% VN Program Director
9. If the department head elected in the department of Child Development is not from that department, the District and CCA-LBCC will meet to negotiate additional compensation for additional duties required in that department.

D. Department Head Election Procedure

Department heads shall be elected by the faculty members in his/her department/department cluster in an election conducted by the Academic Senate as directed by CCA-LBCC. Before each department head election is held, a list of candidates eligible to run for election in that department shall be compiled by CCA-LBCC and given to the Academic Senate. CCA-LBCC will oversee the election process to ensure compliance with the Master Agreement. Inquiries concerning the department head election procedure or eligibility of candidates for department head shall be answered by CCA-LBCC. Deans may appoint an interim department head to be paid on a prorated basis to fill a vacancy until the department head position is filled through the election process. The appointed department head shall be a member of that department unless no one in the department is willing to serve. Department head appointments are voluntary on the part of the faculty member. A department head election shall be held whenever a new department is formed; a department head resigns, retires, dies, is dismissed, or is absent from office for a semester; or when a department head’s term of office expires. These procedures for selection of department head will be followed:

1. The appropriate dean or designee shall call a meeting of the electorate of the department.

   a. In order to be eligible to vote in a department head election, a faculty member must be assigned at least fifty percent (50%) of his/her load in that department in the semester in which the election is held. Faculty members who are not assigned at least fifty percent (50%) in the department during the semester in which the department head election is held shall be able to vote in that election if the average of that person’s assignment during the three (3) semesters preceding the election is equal to or exceeds fifty percent (50%) in the department in which the election is being held and if he/she is not assigned fifty percent (50%) or more in another department the semester the election is being held. If the faculty member is assigned fifty percent (50%) to each of two (2) departments, the faculty member shall choose to be a member of the electorate of one (1) of those departments. After a faculty member has chosen to become a member of the electorate of a department, he/she may not choose to become a member of the electorate of any other department until his/her percentages of assignment have changed.

   b. Each department head election shall include the votes of the incumbent department head and those department members absent or on leave of absence if available at the time of the election.

2. At the first part of the meeting, the appropriate dean or designee shall inform the department members of all aspects of the qualifications, duties, responsibilities, and remuneration of the department head position.

3. Any faculty member is eligible to be a candidate for department head if he/she meets the criteria in this section. In order for a department member to be eligible for candidacy, he/she must be assigned at least sixty percent (60%) to the department as determined by the area of assignment(s) on the faculty service load agreement. Eligibility to run for department head shall include release time if that release time replaces a course or courses whose area of assignment numbers enable eligibility. This will be determined by the potential candidate’s faculty service load agreement for the semester of his/her first:
election. If a faculty member is on sabbatical or other leave of absence during the semester in which the department head election is held, he/she must have been assigned at least sixty percent (60%) in the department during the last semester before his/her sabbatical to be eligible for candidacy. Should no one who meets these standards be available to run for office, a department member with a lesser percentage, if mutually agreed to by the area dean and the electorate of the department, would be eligible. For those department head positions requiring special license by law, credential, or degree, only those people having those qualifications may be candidates.

4. In case of a tie, a runoff election shall be held. In case of a tie after a runoff election, the area dean shall cast the deciding vote.

5. Department heads are elected for a three (3) year term. The term of the incumbent department head ends with the last day of the semester in which the election is held. The term of the new department head begins with the next day the District offices are open after the conclusion of that semester.

6. The name of the elected candidate shall be forwarded through proper channels to the Board of Trustees. If approved by the Board of Trustees, the newly elected department head shall serve a term of three (3) years beginning with the semester in which the election is effective.

7. Department head elections are not to be conducted during the summer and/or winter intersessions.

8. If there are no candidates for a department head position, the appropriate dean, in consultation with the appropriate vice president, shall appoint a department head to serve for one (1) year.

9. All department head appointments shall be voluntary on the part of the faculty member.

10. Recall Procedures
A. Standard Recall Procedure

1. Department head recall requests may be initiated by the majority of the electorate of the department and shall be submitted to the area dean.

2. Recall requests may be initiated by the area dean and shall be submitted to the appropriate vice president with copies to the department head and electorate of the department.

3. In the event of a recall request, a secret ballot recall election shall be held by CCA-LBCC within thirty (30) working days. Should the department head be recalled by a majority vote of the department electorate, a new election shall be held immediately in accordance with the election procedures enumerated in Sections D and E of this Article.

B. Interventional Recall Procedure

Upon adherence of a due process procedure, as outlined below, a department head can be removed in limited circumstances. These are limited to circumstances with documentation of consistent behavior detrimental to his/her faculty, department and/or programs and/or LBCC students; or behavior in violation of state law, federal law, District policy/regulations, or the Master Agreement between the District and CCA-LBCC.
The area vice president (in conjunction with the Office of Human Resources) has the ability to initiate the intervention/removal procedure. Once initiated, the following procedure shall be followed:

1. **Warning:** The area dean meets with the department head (and CCA representative if one is requested) in a formal meeting to describe the concern(s) he/she is experiencing as well as to delineate clear expectations. The area dean will then prepare a meeting summary for the department head.

2. **Notice:** Should a new or similar concern arise, the area dean and area vice president will meet with the department head (and CCA representative if one is requested) to put the department head on written notice as to the concern(s), delineate clear expectations, and place the department head on notice that any future issues may result in immediate removal from the position of department head.

3. **Removal:** Should a new or similar concern arise, the area vice president may exercise his/her right to remove the department head from the assignment. If a department head is removed by the area vice president, a new election shall take place as soon as practicable. If needed, the area dean may select an interim department head to serve out the current term until an election can be held.

11. **Continuance of Service** – In order to retain the department head position, a department head must be assigned no less than sixty percent (60%) of a full-time load in the department each academic semester.

12. **Program Directors** – The department heads of the Nursing Departments (RN and VN) shall also serve as program directors in accordance with external licensing requirements. These individuals shall receive the reassigned time due him/her as a program director in addition to the reassigned time due him/her as a department head. Any other amount of reassigned time for this position must be mutually agreed to by CCA-LBCC and the District.

Other department head/program director positions may be combined, as described in this paragraph, by mutual agreement between CCA-LBCC and the District. The total combined stipend for RN and VN program directors and department heads (as designated in Article XIII.C.7) shall be compensated in accordance with the reassigned time amounts as designated in Article XIII.C.3

**E. On-Campus Hours**

Department heads shall perform scheduled on-campus hours per week during the fall and spring semesters. During that time, the department heads shall make themselves available to students, departmental colleagues and college administrators. Each department head shall recommend a schedule for on-campus hours to be approved by the area dean. On-campus hours shall be dispersed over a minimum of three (3) days and take place Monday – Friday. The approved on-campus hours shall be posted on the office door of each department head. On-campus hours shall be structured as follows:
<table>
<thead>
<tr>
<th>Release Time %</th>
<th># Required Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>6 hours</td>
<td>On Campus</td>
</tr>
<tr>
<td>30%</td>
<td>8 hours</td>
<td>On Campus</td>
</tr>
<tr>
<td>40%</td>
<td>10 hours</td>
<td>On Campus</td>
</tr>
<tr>
<td>50%</td>
<td>12 hours</td>
<td>On Campus</td>
</tr>
<tr>
<td>60%</td>
<td>14 hours</td>
<td>On Campus</td>
</tr>
<tr>
<td>70%</td>
<td>16 hours</td>
<td>On Campus</td>
</tr>
<tr>
<td>80%</td>
<td>18 hours</td>
<td>On Campus</td>
</tr>
</tbody>
</table>

Either party may choose to re-open this article for negotiation during the 2013-2014 academic year.

DATED: August 1, 2013

CINDY VYSKOCIL  
LBCCD Chief Negotiator

ROBERT MAXELL  
CCA Chief Negotiator

MEENA SINGHAL  
LBCCD Negotiator

ROBIN DEVITT  
CTA Regional Representative