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**PROPOSAL FROM THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
June 9, 2022**

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

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**ARTICLE 10 (NEW)
FACULTY DIVISION CHAIRS**

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10.1 RATIONALE AND PURPOSE

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

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

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

10.2 Faculty Division Chair Representative Duties

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

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

52 process for part-time faculty.

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

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- 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. The Faculty Division Chair will participate in a mandatory 4-6 hours of professional development designated for chairs for each year.
- r. The Faculty Division Chair shall assist with other duties determined by the Division Dean to be appropriate for the Division.

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

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

10.3 COMPENSATION

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

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

Additional duties required during an intersession shall be compensated using the established stipend rate.

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

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

10.4 ELIGIBILITY AND SELECTION PROCESS

10.4.1 To the fullest extent practicable, Faculty Division Chairs shall be elected from the tenured full-time faculty of the division for a term of two (2) years commencing on the first day of July following the election. An untenured candidate may be

154 eligible if approved by the Vice President of Instruction.

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156 10.4.2 Prior to the 8th4th week of the Spring semester in an election year, the Division
157 Dean shall distribute an announcement detailing the qualifications, duties, and
158 responsibilities of the Faculty Division Chair. The Division Dean shall request
159 nominations and identify the number of Faculty Division Chairs requested.

160
161 10.4.3 Faculty may be nominated by other full-time faculty, both tenured and
162 probationary, between the 10th6th and 12th8th weeks of the Spring semester in
163 each election year. Candidates may nominate themselves. The nominee must
164 have rated satisfactory in the last evaluation. Nominations must be formally
165 accepted by the nominated faculty member.

166
167 Nominations must be approved by the Division Dean. The denial of a nomination
168 shall not be arbitrary. Upon request, the Dean shall provide the reason(s) for the
169 denial of a nomination in writing to the nominated faculty member.

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171 10.4.4 A list of nominated faculty and secret ballot shall be made available by the
172 Division Dean to all full-time faculty via email and hardcopy by the end of
173 business on the Monday of the 13th week. Ballots must be given to the Division
174 Dean and a faculty representative by the Friday of the 13th9th week. Elections
175 that result in a tie will be decided by a run-off election.

176
177 10.4.5 The term of the incumbent Faculty Division Chair ends on June 30 and the term
178 of the newly elected Faculty Division Chair begins on July 1.

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180 10.4.6 If there are no candidates for the Faculty Division Chair, the Division Dean, in
181 consultation with the Vice President of Instruction, shall appoint a Faculty
182 Division Chair to serve a (1) one year term.

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184 10.4.7 All Faculty Division Chair appointments shall be voluntary on the part of the
185 faculty member.

186 187 **10.5 EVALUATION PROCESS**

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189 10.5.1 The Faculty Division Chair shall be evaluated annually.

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191 10.5.2 Faculty Division Chair evaluations are unrelated to regular faculty evaluations
192 and shall be based on only those factors related to being a Faculty Division
193 Chair. These factors shall be based on the list of representative duties identified
194 in 2.1.

195
196 10.5.3 The Faculty Division Chair shall be evaluated annually to address the duties and
197 responsibilities as set forth in 2.1. The evaluation shall include a written
198 evaluation by the Division Dean using the evaluation form (Appendix B). All
199 faculty shall also be given the opportunity to evaluate the Chairs using the
200 evaluation form (Appendix B). In addition, the evaluation maywill include a
201 written self-evaluation if submitted by the faculty member being evaluated.

202 Components of the Evaluation:

203 a. The Reassigned Time Evaluation Form (Appendix B) to be completed by
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the Division Dean

- b. Peer Evaluations for Division Chairs (Appendix B)
- c. Self-Evaluation (Appendix B)

10.5.4 A summary will be completed and submitted by the Division Dean to the Vice President for Instruction. After administrative review, the evaluation shall be signed by the Vice President for Instruction and returned to the Division Dean for review with the Faculty Division Chair prior to the end of ~~4th~~14th week of the Spring semester. A copy of the evaluation shall be shared with the Faculty Division Chair, Division Dean, Vice President for Instruction, and Human Resources.

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

10.6 RESIGNATION AND REMOVAL

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

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

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

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

Signed and entered into this _____ day of _____, 2022.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
June 9, 2022**

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Semester/Year _____
Pasadena Area Community College
District

Self-Evaluation – Division Chair

Name _____ Date _____

Division _____

1. Please reflect and comment on what you have done in terms of your professional responsibilities as a Division Chair, including activities in your department, division, and the college and wider community.
2. Discuss your perception of your role as a Division Chair. If you have been previously evaluated, has it changed/developed since your last evaluation?
3. What experiences and achievements have you had this year that have informed your role as a Division Chair at PCC and demonstrated continued professional growth? This could include conference attendance, in-service education, continuing education, private study and/or travel, etc.
4. Provide a summary of your accomplishments as a Division Chair. What factors contributed to your success?
5. Provide a summary of any challenges you experienced in your role as a Division Chair. Identify any areas in which you were unable to realize your goals and the reasons why.
6. What are the professional development goals related to your role as a Division Chair you expect to undertake during the next evaluation period?

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7. Describe your goals for the coming year. Indicate any needed resources or developmental opportunities that the college might provide to enable you to be more effective as chair.

Signed and entered into this _____ day of _____, 2022.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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