

**TENTATIVE AGREEMENT
BETWEEN
THE PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND
THE PASADENA AREA COMMUNITY FACULTY ASSOCIATION
MAY 15, 2025**

**ARTICLE 10
DIVISION CHAIRS**

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 regard 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 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 as the liaison to external agencies including Certificate Advisory Committees and/or external accrediting commissions. If relevant to the Division, the Faculty Division Chair shall assist the Division Dean with establishing and monitoring contracts and internships.
- 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. 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 will attend division chair meetings as designated for chairs each year given that much of the foregoing Division Chair responsibilities occurs in those meetings.~~
- s. 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 eligible

if approved by the Vice President of Instruction.

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

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

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

10.4.4 A list of nominated faculty and secret ballot shall be made available by the Division Dean to all full-time faculty via a secure online voting platform by the end of business on the Friday of the 9th week. Ballots must be returned to the Division Dean by the Friday of the 10th week. Elections that result in a tie will be decided by a run-off election.

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

10.4.6 If there are no candidates for the Faculty Division Chair, the Division Dean, in consultation with the Vice President of Instruction, shall appoint a Faculty Division Chair to serve a regular term.

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

10.5 EVALUATION PROCESS

10.5.1 The Faculty Division Chair shall be evaluated annually.

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

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

Components of the Evaluation:

a. The Reassigned Time Evaluation Form (Appendix B) to be completed by

- 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 signature and then for review with the Faculty Division Chair prior to the end of 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 _____, 2025.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

