

APPENDIX D
MISSION COLLEGE
DEPARTMENT CHAIR

Introduction:

~~With direction from the appropriate Division Chair,~~ The Department Chair shall be responsible and accountable for the day-to-day operations and academic issues within the department. The working relationship which is fostered between the department faculty, Department Chair, and Division Chair shall be considered the basis for establishing and maintaining the college's shared governance model in working with administration. The Department Chair ~~shall report directly to the Division Chair and~~ may be given reassigned time or other compensation for carrying out his/her duties and responsibilities **in accordance with Article 21.**

Duties and Responsibilities:

In cooperation with members of the department and other staff, ~~and under the general supervision of the Division Chair,~~ the Department Chair shall ensure that the following duties and responsibilities are successfully achieved:

1. Facilitate the development of annual goals and objectives by the department, and identify means for communication, implementation, and achievement of these goals. Provide an ongoing communication link with the department and the Division Chair. ~~*Annually write and submit to the Division Chair a summation report of department/program achievements and the extent to which goals and objectives were realized.*~~ **Maintain regular, ongoing communication with Department members and the Division Chair.**
2. Coordinate efforts of department/program faculty to complete Program Review and implement recommendations.
3. Assist in the recruitment, hiring, orientation, and **appraisal** evaluation of full-time; **and** associate **members, instructional aides,** and ~~substitute instructors and~~ **other** staff.
4. Provide leadership in the preparation and updating of course outlines and catalog information. Assist in the development of curriculum/programs and the implementation of the curriculum approval process at the department level.
5. Ensure that all **instructional** members of the Department **provide** distribute a ~~green sheet~~ **to current course syllabus for to** each of **student in** their classes and to the division office **or Office of Instruction.**
6. ~~*Prepare*~~ **Plan and implement a WSCH/FTE Plan for the department.** Prepare ~~the Fall, Spring, and Summer~~ **all** schedules for the department/program and assist the Division

Chair in final preparation of the published schedule. ~~If appropriate, plan and implement a WSCH/FTE Plan of Action for the department.~~

7. Prepare, supervise, and monitor all aspects of the department's budget, and discuss periodically with the Division Chair.
8. **Act as the first line of authority relative to student and departmental faculty complaints/concerns and inform the Division Chair of the nature, status, and action taken, while at the same time maintaining the professional academic integrity and privacy of all parties concerned.**
9. ~~Act as the first line of authority relative to student, staff, administrative, and public concerns and inform the Division Chair of the nature, status, and action taken.~~ **Assist in maintaining and updating the college catalog on matters relating to departments or programs.**
10. Plan and conduct department meetings.
11. As appropriate, establish and maintain a close liaison with community, business and industry through visitations and meetings. Ensure that advisory committee meetings are held as required by Educational code.
12. Ensure department/program representation, when necessary, at Board meetings and on district and college committees.
13. Work with the Articulation Officer on assuring that articulation agreements with school districts, state colleges/universities, community, state, and federal agencies are maintained and periodically updated.
14. Assist the Division Chair in administering College's/District's policies and procedures, **including compliance with all bargaining unit agreements.**
15. Assist and support the Division Chair in the completion of his/her duties and responsibilities such as verifying the accuracy of payroll forms.
16. Maintain and annually update the associate ~~and substitute~~ faculty pools and recommend associate and substitute instructors in accordance with District policy.
17. ~~Supervise the scheduling, use and maintenance needs of equipment and facilities.~~ **Facilitate departmental requests in the scheduling, use, and maintenance of equipment and facilities.**
18. **Assist the Division Chair in** other duties as defined in consultation with the Division Chair and/or the department.

Note: Language in italics is meant for clarification, and is not intended to be in the final contract.

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

Note on the parties' intent: With the removal of "With direction from the appropriate Division Chair," the parties do not intend to change the pre-existing organizational structure of the District or management responsibilities of any position.