

ORIGINAL

**MEMORANDUM OF UNDERSTANDING
For Changes in Article 22, Department Chairs
April 21, 2008**

The District and the Faculty Association agree to the following memorandum of understanding concerning Department Chair reorganization:

1. The Athletics Department will be assigned to the Kinesiology Department.
2. Dance will migrate from Kinesiology and form a separate Department.
3. Article 22.1.2, Reassigned Time has been updated to reflect Department change. Based on the approved calculation for Department Chair reassigned time, Dance will receive 4.5 LHE (Fall 2007 WTH). This represents +1.5 LHE increase from the existing athletic reassigned time amount.
4. Article 22.1.4, Department Chair Stipends has been updated to remove Athletics and assign Dance the stipend amount of \$1,823.00. This amount is consistent with other Departments of similar size.
*Stipend amounts will be updated to reflect compensation adjustments as stated in 2007-2010 contract.
5. The Director of Athletics will assign one fulltime coach annually to serve as a faculty liaison and will be included in the Added Responsibility assignment schedule (Appendix E-1, Step 3).

Dated: 4-30-08

Noah Shih
For The Faculty Association

J. J. Minize
For the District

from Jeff to mmw

ARTICLE 22

DEPARTMENT CHAIRS AND OTHER DEPARTMENTAL FACULTY LEADERS updated 3/14/08

General provisions: Department chairs and departmental faculty leaders are selected in accordance with administrative regulations. Duties and Responsibilities for Department chairs and Duties and Responsibilities of the departmental faculty leader in the Library are included in Appendix Q of this contract. Duties and Responsibilities of the Health Sciences departmental faculty leader will be placed in Appendix Q when the list is approved.

Other leaders of student service departments are called Coordinators. 100% of their assignment involves student service department leadership and coordination.

The effective dates of various provisions of this article are as noted in the appropriate section.

22.1 Department Chairs: Department Chair compensation will include three components: 1) Reassigned time during the regular semesters; 2) Higher compensation based on a 40 week calendar of responsibilities; and 3) a stipend.

22.1.1 Reassigned time: Department chairs shall receive reassigned time (as defined in 6.18) based on the size of the department as determined by weekly Teacher Hours based on the formula defined in 22.1.2. Such provisions are effective as of Spring 2007. Additional reassigned time may be granted at the discretion of the appropriate vice president and with immediate written notice to the Faculty Association.

The allowed reassigned time may be taken over a single year with unequal amounts taken in fall and spring semesters. All allowed reassigned time must be used.

With the permission of the appropriate Vice President, department chairs may request additional reassigned time in lieu of direct compensation. Such reassigned time will be valued at \$389 for each additional LHE of reassigned time.

All chairs of instructional departments may exercise the option of transferring up to three LHE of reassigned time to another tenured faculty member in the department for assistance with departmental duties. The reassigned time granted to the Design Technology department includes 3 LHE for the AET assistant to the chair and shall only be used for that purpose. The reassigned time granted to the English department and the Mathematics department includes 3 LHE for assistant to the chair and

22.1.2 Reassigned time to each department will be granted as follows:

TABLE 1	
Department	Reassigned time
Art	9.0 LHE
Athletics	3.0 LHE
Business	9.0 LHE
CSIS	7.5 LHE
Communication	7.5 LHE
Counseling	7.5 LHE
Cosmetology	4.5 LHE
Dance	4.5 LHE
Design Technology	9.0 LHE
Earth Science	6.0 LHE
Education	4.5 LHE
English	15.0 LHE
ESL	6.0 LHE
History	6.0 LHE
Kinesiology & Dance	7.5 LHE
Life Sciences	9.0 LHE
Mathematics	15.0 LHE
Modern Languages	7.5 LHE
Music	7.5 LHE
Philosophy & Social Sciences	9.0 LHE
Photo & Fashion	6.0 LHE
Physical Sciences	9.0 LHE
Psychology	6.0 LHE
Theatre Arts	6.0 LHE

The following procedure is used to calculate the amount of reassigned time for department chairs (Table 1):

- 1) Fall 2004-2007 WTH is used to represent the size of each department.
- 2) Not including the two highest and the two lowest WTH, the mean and standard deviation (SD) are calculated.
- 3) Every department chair starts with a base of 6 LHE.
- 4) The base shall be adjusted according to WTH in each department as expressed in the following table:

WTH	Adjustment in LHE
WTH < Mean - 2.5 SD	-3

Mean -2.5 SD <= WTH < Mean -1SD	-1.5
Mean - 1SD <= WTH < Mean	0
Mean <= WTH < Mean + 1 SD	1.5
Mean +1 SD <= WTH < Mean +2 SD	3.0
Mean +2 SD <= WTH < Mean + 3 SD	4.5
Mean +3 SD <= WTH < Mean + 4 SD	6.0
Mean +4 SD <= WTH < Mean + 5 SD	7.5
WTH >= Mean + 5 SD	9.0

- 5) Reassigned time = Base (6 LHE) + Adjustment in LHE
- 6) In the case of department chairs for whom the amount of reassigned time calculated in #5 results in an amount less than their Fall 2004 reassigned time, a dollar amount equal to \$389 * (the Fall 2004 reassigned time – the reassigned time calculated in #5) is added to their stipend to be used only for the purpose of purchasing the amount of reduction in reassigned time and bringing it up to the level of Fall 2004 reassigned time.
- 7) For the Counseling Department, reassigned time is calculated based upon total WTH in teaching and counseling, excluding those in special programs.

22.1.3 Department chair calendar and compensation: Department chairs will have a 205 day assignment (175 days in the semester calendar, plus 30 days between semesters), for which they shall be paid 107.5% of the standard salary schedule. Only department chair duties will be required in the periods between semesters, but department chairs will schedule an additional 6 weeks of 15 hours per week. Six additional weeks (15 hours per week) may also be scheduled, compensated at an additional 7.5% of base pay.

In addition, teaching assignments may be scheduled during intersessions, with the approval of the appropriate administrator. Teaching assignments will be at the hourly rate of pay, unless the department chair chooses to forgo the optional six additional weeks of assignment as department chair. In that case, up to 0.5 of an intersession FTE for the teaching assignment will be paid at the contract rate (per provisions of Article 9.4.3). Any additional teaching assignment will be paid at the hourly rate. If a department chair chooses not to perform the duties of the chair for the optional six weeks, another faculty member will serve in that position. The faculty member who performs the duties shall receive 7.5% of their base pay and schedule 15 hours per week for 6 weeks. Compensation for the faculty member acting as chair will be in compliance with Article 9; no additional stipend will be paid.

22.1.4 Department Chair Stipends: The amount of stipend to be paid to the department chairs for Fall 2006 is as shown in Table 2. For all future semesters, the stipend amount will be increased by the same percentage and be effective the same dates as any percentage salary increases. Department chairs or faculty leaders operating in lieu of a department chair for Library and Health Sciences departments will be given a stipend based on provision 22.2. Stipends for fall semester shall be paid with January 1st paycheck and the stipends for spring semester shall be paid with July 1st paycheck.

Table 2	
Department	Stipend
Art	\$2,633.00
Athletics	\$1,426.00
Business	\$3,131.00
CSIS	\$2,782.00
Communication	\$2,097.00
Cosmetology	\$1,761.00
Counseling	\$2,611.00
Dance	\$1,734.00
Design Technology	\$2,244.00
Earth Science	\$1,962.00
Education	\$1,438.00
English	\$4,417.00
ESL	\$2,124.00
History	\$2,097.00
Kinesiology & Dance	\$2,191.00
Life Sciences	\$3,051.00
Mathematics	\$3,533.00
Modern Languages	\$2,379.00
Music	\$2,258.00
Philosophy & Social Sciences	\$2,674.00
Photo & Fashion	\$1,734.00
Physical Sciences	\$2,781.00
Psychology	\$1,842.00
Theatre Arts	\$1,976.00

22.2 Departmental faculty leaders: An elected departmental faculty leader may exist in lieu of a department chair in the following departments only: Library and Health Sciences. This elected departmental faculty leader:

- may assume a title appropriate to their status as a faculty member and appropriate to their department;

- will assume duties and responsibilities appropriate to their department,
 - will receive reassigned time and compensation as delineated in this article;
 - will represent their departments' interests at departmental leadership committees, such as the Department Chairs committee and the Program Review committee.
- 22.2.1 Effective Spring 1999, the Departmental faculty leader Library will be compensated at Step 2 of the added responsibility schedule (Appendix E-1). This stipend will be paid in two installments, on the same dates as the payment to department chairs as delineated in 22.1.4.
- 22.2.2 Effective Spring 2000, the Health Sciences Department will be allocated an added responsibility stipend at Step 2 of the added responsibility schedule (Appendix E-1). This may be divided between 2 individuals, at the discretion of the department, with the approval of the Vice President, Academic Affairs. This stipend will be paid in two installments, on the same dates as the payment to department chairs as delineated in 22.1.4. Departmental faculty leaders will also receive reassigned time in the fall and spring semesters equal to a 20% assignment and intersession task assignments equivalent to 20% of an intersession load.
- 22.3 100% Coordinators: Effective Summer 1999, Coordinators of Health Services, Psychological Services and Disabled Student Services will receive the following compensation, in addition to their regular pay, and are subject to the following:
- Added responsibility pay at Step 2 for Psychological Services and at Step 3 for Health Services and Disabled Student Services, paid on the same dates as the payment to department chairs as delineated in 22.1.4.
 - 205 day calendar for full time responsibilities between semesters (175 days in regular semesters and 30 days between semesters), for an increased salary amount of 15% over base pay. Additional optional 6 weeks at hourly pay. See Coordinator salary schedule, Appendix A-5.
- 22.4 This Article will be reopened if the District requests the removal of a Department Chair position from the Unit, or a new Department Chair position is added to the unit, or there are unusual changes in the size of a department (i.e. number of WTH).

shall only be used for that purpose. The chairs of the Mathematics department and the English department have the option of transferring more than 3 LHE to one or more assistant(s) to the chair.

Because of reassigned time requirements, department chairs may not be assigned to hourly rate overload classes which start prior to 3:00 pm, except with the permission of the Vice President, Academic Affairs.

Article 22 - Department Chairs
05/19/2005

Department	WTH	Current		Base		Size		Base + Size		Stipend (Current)	Reduction (To Purchase Difference)	Final		Difference		Stipend (Restoration Amount)	Final Stipend
		RT (Contract)	RT (Practice)	RT	RT	RT	RT	RT	RT			(From Contract)	(From Practice)				
Art	465.00	7.5	9	6.0	1.5	7.5	7.5	2,519.00	-\$583.50	9.0	1.5	0.0	\$583.50	\$2,519.00			
Business	459.00	7.5	9	6.0	1.5	7.5	7.5	2,995.00	-\$583.50	9.0	1.5	0.0	\$583.50	\$2,995.00			
CSIS	341.00	7.5	7.5	6.0	0.0	6.0	6.0	2,661.00	-\$583.50	7.5	0.0	0.0	\$583.50	\$2,661.00			
Communication	428.00	6	6	6.0	1.5	7.5	7.5	2,006.00	\$0.00	7.5	1.5	1.5	\$0.00	\$2,006.00			
Counseling**	382.00	6	6	6.0	1.5	7.5	7.5	2,498.00	\$0.00	7.5	1.5	1.5	\$0.00	\$2,498.00			
Cosmetology	245.00	3	3	6.0	-1.5	4.5	4.5	1,685.00	\$0.00	4.5	1.5	1.5	\$0.00	\$1,685.00			
Dance	137.00	0	0	6.0	-1.5	4.5	4.5	1,685.00	\$0.00	4.5	4.5	4.5	\$0.00	\$1,685.00			
Design Technology	335.00	9	9	6.0	0.0	6.0	6.0	2,147.00	-\$1,167.00	9.0	0.0	0.0	\$1,167.00	\$2,147.00			
Earth Science	273.00	6	6	6.0	0.0	6.0	6.0	1,877.00	\$0.00	6.0	0.0	0.0	\$0.00	\$1,877.00			
Education	112.00	4.5	4.5	6.0	-1.5	4.5	4.5	1,376.00	\$0.00	4.5	0.0	0.0	\$0.00	\$1,376.00			
English	1227.00	12	12	6.0	9.0	15.0	15.0	4,225.00	\$0.00	15.0	3.0	3.0	\$0.00	\$4,225.00			
ESL	305.00	6	6	6.0	0.0	6.0	6.0	2,032.00	\$0.00	6.0	0.0	0.0	\$0.00	\$2,032.00			
History	285.00	6	6	6.0	0.0	6.0	6.0	2,006.00	\$0.00	6.0	0.0	0.0	\$0.00	\$2,006.00			
Kinesiology/Athletics	373.50	6	6	6.0	1.5	7.5	7.5	2,096.00	\$0.00	7.5	1.5	1.5	\$0.00	\$2,096.00			
Life Sciences	510.00	6	6	6.0	3.0	9.0	9.0	2,919.00	\$0.00	9.0	3.0	3.0	\$0.00	\$2,919.00			
Mathematics	907.00	12	12	6.0	9.0	15.0	15.0	3,380.00	\$0.00	15.0	3.0	3.0	\$0.00	\$3,380.00			
Modern Languages	435.00	6	6	6.0	1.5	7.5	7.5	2,276.00	\$0.00	7.5	1.5	1.5	\$0.00	\$2,276.00			
Music	365.00	6	6	6.0	1.5	7.5	7.5	2,160.00	\$0.00	7.5	1.5	1.5	\$0.00	\$2,160.00			
Philosophy & Social Sciences	519.00	6	9	6.0	3.0	9.0	9.0	2,558.00	\$0.00	9.0	3.0	0.0	\$0.00	\$2,558.00			
Photo & Fashion	242.00	6	6	6.0	-1.5	4.5	4.5	1,659.00	-\$583.50	6.0	0.0	0.0	\$583.50	\$1,659.00			

