JOB DESCRIPTION: DEPARTMENT CHAIR (Revised)

Old Job Description:

▤ AFT Chair Job Description (Current)

Last updated 2019, but the 1995 version is not significantly different

Old Reassigned Time Formula:

▤ LED OLD FORMULA.pdf   ▤ uf-contract-2004-06.pdf   ▤ Contract-Appendices.pdf

This is the last contract that contained this formula which means the last time any changes were made to the distribution reassigned time-based on enrollment and personnel was sometime **before 2008** when GCCCD switched from unions from UF to AFT. Since then we have only negotiated uniform increases to chair reassigned time. This means that, at least for chair compensation, growth is penalized, and enrollment loss is rewarded. This also means that, as we have received a larger share of enrollment in the district, Grossmont has still kept more than their share of the chair reassigned time as the only metric it is tied to is your enrollment, budget, and number of employees sometime in the mid to late 2000s. If you want to see how potentially damaging this can be, Physics&Astronomy is a prime example. In spring 2008 - 2012 we were averaging 3 FTEF and 50 FTES, this year we are averaging 6 FTES and 110 FTES. We now match enrollment at Grossmont. They have 0.53 LED, we have 0.1 to 0.15 (we share 0.4 LED with Engineering, Earth Science, and Surveying).

Proposed reassigned time calculation:

This simple calculation can be done without much effort using just program review data. Sample calculations for 5-year averages can be found here: ☒ Chair LED Sample Calculations.xlsx . Source data is from program review and can be found here: ▤ Chair LED Sample Calc Data

The chairs agreed that contractual recalculation should be whichever is greater from "current LED" OR "new LED" so that no one would lose. Moving forward, we could fluctuate up and down while setting the current values as a minimum.

	LED*	Weekly time	Description/explanation
Department Base	0.2	8 hrs	This covers preparation, planning, and communication for all meetings as well as basic outreach, regular coordination with faculty and adjacent departments, professional activities, basic scheduling, curriculum, and other non-scalable matters.
Additional Programs	0.1/ program	4 hrs	This covers the additional meetings, curriculum needs, professional connections, and specialized knowledge for each additional program as defined by eligibility for a program review.
Instructional/ Student-facing	.025/ 15 FTES	1 hour for every 15 FTES	This covers communication with students including advice, mentoring, warm handoffs to other departments, petitions, and grievances. 15 FTES generally corresponds to a much larger headcount of 75-150 students
PT Faculty	.03 per Load Cushion FTE	72 min FTE	This covers the scheduling, hiring, evaluation, management, and communication that scales with additional staff assuming you have about 2-3 PT faculty for every full time and they require more frequent hiring, support, and training.
FT Faculty	.01 per FT (minus chair)	24 min per person	This covers the hiring, evaluation, management, and communication that scales with additional staff
Add-ons	varies	varies	This covers non-standard chair duties such as additional required meetings, legal requirements, separate accreditations, etc. Estimate hours per semester then divide by 16 weeks, then divide by 4 hours.

*For chair duties we assume 40 hour work week so hours/week dictate LED (i.e. 4 hrs/week = 4/40 = 0.1 LED).

GENERAL RESPONSIBILITIES:

Under the guidance of administrative leadership, the Department Chair must lead the department proactively. This role includes fostering professional growth among faculty and staff, endorsing and executing the department's philosophy and mission, and urging department members to uphold excellence in curriculum. Additionally, the Chair is responsible for promoting the broad visions, missions, and values of the colleges and the District, with a strong commitment to equity and inclusion in both pedagogy and departmental structure. This includes ensuring that all departmental activities support a diverse, inclusive, and equitable environment where all members have the opportunity to succeed and contribute to the collective goals. Chairs are accountable to their departmental colleagues, dean, and are responsible for some direction of classified employees and student workers who report to the dean or whom the dean supervises.

The selection of the Department Chair is conducted in alignment with the provisions of the current Grossmont-Cuyamaca Community College District Governing Board/United Faculty Collective Bargaining Agreement, ensuring a fair and transparent process that respects the principles of diversity and equality.

Under the direction of the appropriate administrator, the Department Chair shall represent the department and coordinate the following activities:

Example Direct Functions and Duties

Instruction

This would be included in 0.2 LED base + 0.1 for extra programs and tied to FTES at 0.025 LED (1 hour per week) for every 15 FTES since most of it would scale with number of students.

- Curriculum - provides leadership in evaluation of program/course offerings and regular curriculum review.
- Schedule - Works with appropriate administrators and other faculty to design a student-centered schedule.
- Outcomes (SLO/PLO/ILOs)
- Program Review - Program review organization and delegation including collaboration with department faculty, staff, and students to establish needs, program data analysis, and delegation of writing responsibilities for annual updates. Some of this is covered by the payment for Program Review.
- Instructional Materials
  - Review and facilitate the selection of textbooks and other instructional materials including OER materials.
  - Participate in the evaluation and purchasing of necessary equipment. This may involve evaluation, justification, request for proposals and requests for bid preparation, board presentations, etc.
- Budget - Work with the appropriate administrator to prepare and recommend the department budget.
- Lab & Studio class support
- Student Issues tied to FTES at 0.025 LED (1 hour per week) for every 15 FTES since most of it would scale with number of students

- ○ Mentoring
- ○ Petitions
- ○ Grievances

Committees, Meetings & Communication

included in 0.2 LED base + 0.1 for extra programs plus FTEF at 0.01 LED/FT for full-time and 0.03 LED/FTEF for part-time to account for the scaling of communication for larger departments.
may need an add-on for areas with extra outreach responsibilities like CE

- **Attendance**: show up prepared, review previous meeting minutes, review agenda, and communicate any relevant agenda items to constituents for feedback.
- **Meeting Management**: Organize and conduct department meetings
- **Communication**: synthesize meeting content and disseminate to appropriate parties within the department, elicit feedback to bring back for future meetings

Committees/Councils:

- Instructional Council (ILAT@Cuyamaca)
- Council of Chairs
- Curriculum (or preparing and sending a representative)

Regular Meetings:

- Dean
- Department - Call, prepare, and chair regular department meetings.
- Academic and Career Pathways Constituent/Related or Collaborative Departments
- Sister college counterpart (if relevant)
- Community/outside organizations

Other:

- Workforce Development
- Advisory boards

Personnel

This would be tied to FTEF at 0.01 LED/FT for full time and 0.03 LED/FTEF for part time which is 24 min/week per full time faculty member and 72 minutes per week per FTEF for part time faculty (which is usually about 1-3 people due to load). Keep in mind this is an average. Hiring, onboarding, and training just one PT person takes 10-20 hours.

- **Recruitment and Hiring:** Participate in the recruitment, selection, evaluation, and in-service training of departmental staff, including part-time and substitute personnel.
- **Training:** Organize orientations, train and assist new faculty and staff, and recommend development workshops.
- **Evaluation:** Participate in the appropriate contractual evaluation process
- **Conflict Resolution:** Address faculty, staff, and student complaints and grievances; mitigate conflicts to find solutions.

Student and Community Engagement

included in 0.2 LED base + 0.1 for extra programs
Add-ons for areas with extra outreach and licensing/professional responsibilities like CE and athletics

- **Advising and Recruitment:** Advise students, coordinate recruitment efforts, and promote the program to potential students and the community. This includes the development of content for the website, social media, and other advertising. Delivery of this content should be supported by the college/district
- **Outreach:** Participate or coordinate participation in outreach events, foster relationships with external stakeholders like transfer universities and employers

SKILLS AND ABILITIES:

Leadership and Management

1. Strategic Leadership: Ability to guide and inspire the department.
2. Conflict Resolution: Skills in mediating disputes.
3. Decision Making: Strong problem-solving capabilities.

Administrative Competence

4. Budget Management: Proficiency in financial planning.
5. Project Management: Effective organization and execution of projects.

Academic Expertise

6. Curriculum Development: Knowledge in educational design.
7. Program Evaluation: Ability to analyze and improve program effectiveness.

Communication Skills

8. Effective Communication: Excellent verbal and written communication.
9. Advocacy: Ability to promote department needs persuasively.

Commitment to Equity and Inclusion

10. Cultural Competency: Understanding of diversity and inclusion principles.
11. Equity-Minded Leadership: Leading with a focus on equity.

Professional Knowledge

12. Academic Expertise: Understanding of or close connection to the academic fields they oversee OR that are in their department.
13. Professional Development: Commitment to continuous learning and improvement.

Appendix A: Calculations for LED Base per department

Meeting/Task	Time	Prep	Post	Freq/ sem	hr/sem	hr/week
ILAT	2.00	1.00	1.00	5.00	20.00	1.25
Chairs	1.50	0.50	0.50	4.00	10.00	0.63
Dean	1.00	1.00	1.00	5.00	15.00	0.94
Department	1.00	2.00	1.00	5.00	20.00	1.25
Related Departments/ ACPs	1.00	1.00	1.00	5.00	15.00	0.94
Grossmont	1.00	0.50	0.50	2.00	4.00	0.25
Outreach	2.00	3.00	1.00	2.00	12.00	0.75
Scheduling (base)	25.00	0.00	0.00	1.00	25.00	1.56
Curriculum (base)	1.00	5.00	1.00	1.00	7.00	0.44
Total	35.50	14.00	7.00		128.00	8.00
LED						**0.200**

Since about half of these repeat if your department has more than one program, 0.1 is appropriate for each additional program general defined as separately evaluated program reviews.

Appendix B: Cuyacaca Growth
From: https://datamart.cccco.edu/Students/Student_Headcount_Term_Annual.aspx

GCCCD FTES Comparison

■ Grossmont ■ Cuyamaca

College FTES Percentage

□ Cuyamaca ■ Grossmont