Contractual Duties of Department Chairs

The duties of Department Chairs are outlined in Article 17 of the 2011-14 LACCD/AFT contract.

Overall Duties:
- Represent the department in its relations with the administration, students and other segments of the college community
- Provide leadership in the department
- Perform operational duties as assigned by the administration

Specific Duties Include:
- Attending to **budget** matters
  - Preparing budgets
  - Monitoring expenditures
  - Initiating requisitions
  - Submitting work orders
- Leading departmental program and **curriculum** matters
  - Preparing class schedules
  - Maintaining course outlines
  - Facilitating the development of new or revised courses and programs
  - Assisting in efforts to articulate courses and programs with other schools and colleges
  - Participating in advisory committee meetings
- Consulting with faculty, experts, college officials and others to coordinate curriculum development or service improvement efforts with the department and with other departments
- Handling **employment** matters
  - Recruiting, selecting, evaluating, monitoring and assigning faculty
  - Recruiting, selecting, evaluating, monitoring and assigning classified employees
  - Recruiting, selecting, evaluating, monitoring and assigning student workers
- Representing the department on college **committees**, task groups or other governance bodies and serving as an intermediary between department and administration
- Being available to **students** who enroll in department courses or use the department services, to facilitate their success, respond to inquiries and concerns, explore suggestions and monitor complaints
- Facilitating strong collegial relationships and teamwork among the department’s full and part-time faculty and staff and facilitating adherence to applicable professional standards
- Ensure his or her availability on campus for required meetings, consultations and other activities or events where the chair’s presence is important
- Establish annual goals for the department at the beginning of each academic year, in consultation with colleagues and the appropriate Vice President or designee

College-specific Duties Include:
- Coordinating the assessment of student learning outcomes
- Participating in the program review process
Budget

Department Chair responsibilities in regards to budget matters include the following:

- Prepare Annual Unit Plans (late Fall semester)
- Oversee departmental budget, including
  - Submit purchase requests *
  - Work with purchasing to add vendors, if necessary.* The College can only purchase items from approved vendors.
  - Submit eBTAs *
  - Request checks *
  - Collaborate with Department faculty and staff to assess need for supplies, instructional materials, equipment, and other necessary items
  - Monitor expenditures, which could include viewing status of budgets at BW, reviewing quarterly reports from the LACC Foundation (if account is in the Foundation), requesting reports from the Business Office (if account is in the Business Office)

* Forms are available at http://www.lacitycollege.edu/public/Forms/main.html

Program and Curriculum

Department Chair responsibilities in regards to program and curriculum matters include the following:

Curriculum

- Work with department in identifying new courses, certificates, and degrees
- Oversee the preparation of curriculum committee documents and proposals to the curriculum committee
- Request the validation of pre- and co-requisites as needed
- Supervise the updating of course outlines
- Work with the articulation officer in submitting courses to the CSU and UC systems for articulation. (Visiting ASSIST may be helpful in reviewing existing articulation with all schools)
- Supervise the proofreading of the college catalog
- Coordinate with faculty, appropriate experts, college officials and others to coordinate curriculum development

Scheduling

- Prepare schedules for each academic term
- Submit ESCs to build the schedule, add, change and cancel classes
- Review schedule of classes for accuracy prior to printing
- Coordinate Scholars and Outreach program offerings
- Request and coordinate SI Mentors, if available

Program Review

- Prepare Department Annual Unit Plans (late Fall semester)
- Oversee completion of all modules towards the Program Review
- Prepare department goals annually and report on the department’s progress towards the goals (early Fall semester)

Educational Planning

- Prepare justifications to hire new full-time faculty

Student Learning Outcomes (SLOs)

- Provide leadership in development of course, certificate and program SLOs
- Oversee faculty assessment of course, certificate and program level SLOs (see Contract, Appendix Q, A7):
  - Oversee assessment of SLOs for all courses:
    - Identify SLOs in the course outline
    - Create expanded SLO rubric *
    - Assess courses and submit data *
  - Oversee assessment of SLOs for all programs, if applicable:
    - Program level outcomes *
    - Program level mapping *
    - Assess programs and submit data
• Oversee assessment of SLOs for all vocational certificates, if applicable:
  • Certificate outcomes
  • Certificate mapping
  • Assess certificates and submit data
• Improvement as a result of SLO assessment

Facilities
• Supervise the submission of IT and Facilities work requests
  • The IT Work Request System is for reporting problems with computers, peripherals, software and telephones
  • The Physical Plant Work Request System is for reporting building and grounds maintenance problems.
• Arrange for supervision of computer laboratories, if applicable

CTE Occupational Programs
• Take leadership in recruiting members for the departmental CTE Advisory Board and host at least one meeting each year

* SLO Forms are available online.

Employment

Department Chair responsibilities in regards to employment matters include the following:

Recruit, select, evaluate, monitor and assign faculty
• Submit requests for new or replacement academic and classified positions *
• Conduct searches for adjunct instructors
• Ensure that new adjunct instructors meet minimum qualifications
• Work with IDWG Dean to organize and schedule hiring committees
• Input PCRs
• Monitor the faculty seniority list for accuracy (for fall and spring hourly assignments) and create and monitor faculty intersession priority lists (for winter and summer hourly assignments)
• Evaluate adjunct, probationary and full-time faculty per the contract
• Orient new adjunct and probationary faculty to department facilities and policies
• Submit textbook orders to the Bookstore
• Advise instructors about how to handle discipline problems and other matters
• Collect, review and file course syllabi from each instructor
• Remind faculty to include SLOs and accommodations information on syllabus
• Order keys, faculty computer, phone, voice mailbox, and mailbox in Mail Room *
• Sign conference attendance forms, when appropriate *
• Assign substitute instructors in consultation with the IDWG Dean, when appropriate
• Sign absence certification forms *

Recruit, select, evaluate, monitor and assign classified employees
• Supervise classified staff assigned to department

Evaluate classified employees
• Recruit, select, evaluate, monitor and assign student workers
  • Supervise student workers assigned to department
  • Submit hourly time sheets *
  • Work with Financial Aid and other services to recruit student workers

* Forms are available at http://www.lacitycollege.edu/public/Forms/main.html

NEW FACULTY CHECKLIST
New Employee Forms
  • District Website
Faculty Handbook
  • Academic Senate
Orientation
  • New Faculty Academy
  • District Website and AFT
AFT Contract and Salary Information
  • Website
Health and Benefits Information
  • Personnel Office
Office
  • IDWG Dean

Spring 2013

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Committees

Department Chair responsibilities in regards to committees include the following:

- Attend all required meetings:

<table>
<thead>
<tr>
<th>Committee/Subcommittee</th>
<th>Meeting Day, Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Accommodations</td>
<td>1st Friday of each month, 9:00-10:00am</td>
</tr>
<tr>
<td><strong>Academic Senate</strong></td>
<td>1st and 3rd Thursday of each month, 12:30-2:30pm</td>
</tr>
<tr>
<td>Academic Senate Executive Committee</td>
<td>4th Thursday of the month, 12:30-2:00</td>
</tr>
<tr>
<td>Academic Senate Academic Rank</td>
<td>2nd Thursday of each month, 1:30-3:30pm</td>
</tr>
<tr>
<td>Academic Senate Fellowship</td>
<td>3rd Thursday of each month, after Senate</td>
</tr>
<tr>
<td>AFT</td>
<td>2nd Thursday of each month, 1:00-3:00pm</td>
</tr>
<tr>
<td>A-Team</td>
<td>Every other Thursday at 9:00am</td>
</tr>
<tr>
<td>Bond Advisory</td>
<td>2nd Monday of each month, 12:15pm</td>
</tr>
<tr>
<td><strong>Chairs Caucus</strong></td>
<td>4th Tuesday of each month, 12:30-2:00pm</td>
</tr>
<tr>
<td><strong>Chairs Council</strong></td>
<td>1st Tuesday of each month, 12:30-1:45pm</td>
</tr>
<tr>
<td>CTE Chairs</td>
<td>2nd Tuesday of each month, 12:30pm</td>
</tr>
<tr>
<td>Curriculum</td>
<td>3rd Tuesday of each month, 12:30-2:00pm</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>First and third Thursday of each month, 3:30pm</td>
</tr>
<tr>
<td>EPC</td>
<td>1st and 3rd Wednesday of each month, 12:30-2:00pm</td>
</tr>
<tr>
<td>EPC Distance Ed</td>
<td>2nd Wednesday of each month, 1-2:30 pm</td>
</tr>
<tr>
<td>EPC Master Plan</td>
<td>As needed</td>
</tr>
<tr>
<td>EPC Satellite</td>
<td>As needed</td>
</tr>
<tr>
<td><strong>IDWG #1</strong></td>
<td>1st Tuesday of each month, after Chairs Council</td>
</tr>
<tr>
<td>Matriculation</td>
<td>4th Tuesday of each month, 2:00pm</td>
</tr>
<tr>
<td>Shared Governance (SGC)</td>
<td>1st Monday of each month, 1:00pm</td>
</tr>
<tr>
<td>Shared Governance (SGC) Budget</td>
<td>3rd Monday of each month, 2:00pm</td>
</tr>
<tr>
<td>Shared Governance (SGC) Planning</td>
<td>3rd Monday of each month, 12:30-2:00pm</td>
</tr>
<tr>
<td>Shared Governance (SGC) Program Review</td>
<td>2nd Wednesday of each month, 12:30-2:00pm</td>
</tr>
</tbody>
</table>

Campus Committees

(Bold=Department Chair should attend)
<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff and Organizational Development</td>
<td>2nd Thursday of each month from 12:30-1:30pm</td>
</tr>
<tr>
<td>Student Learning Outcomes: Department SLO and Assessment Representatives</td>
<td>3rd Tuesday of each month, before and after Curriculum, 11:00-12:30 and 2:30-3:30pm</td>
</tr>
<tr>
<td>Student Learning Outcomes and Assessment Steering Committee</td>
<td>Once each term (Fall, Winter, Spring, and Summer), date and time TBA</td>
</tr>
<tr>
<td>Student Services Council</td>
<td>2nd Tuesday of every month, 2:00-3:30pm</td>
</tr>
<tr>
<td>Student Success</td>
<td>2nd and 4th Mondays, from 12 noon to 1:30pm</td>
</tr>
<tr>
<td>Technology Steering</td>
<td>2nd and 4th Wednesday of each month, 12:00-1:00pm</td>
</tr>
<tr>
<td>Work Environment</td>
<td>4th Thursday of each month, 12:30-1:30pm</td>
</tr>
</tbody>
</table>

- Make an effort to keep schedules clear on Tuesdays and Thursdays from 12:30-2:00pm for required campus meetings
- Schedule and plan agendas for regular department meetings
- Oversee representation on District discipline committees

**Student Success**

Department Chair responsibilities in regards to student success matters include the following:

- Meet with current students to facilitate their success. (Visiting [ASSIST](#) may be helpful in providing transfer requirements for specific 4-year schools.)
- Handle student inquiries in person, through email or by phone
- Handle student complaints
- Advise faculty on student conduct issues
- If necessary, accompany instructor to student discipline meetings
- Inform students about Departmental scholarship/award opportunities, if appropriate
- Inform students about Departmental activities that encourage student success, if appropriate

**Department Chair Evaluations**

The process for Department Chair evaluation is outlined in Article 19K-M of the 2011-14 LACCD/AFT contract.

- Evaluations occur at end of first year and at least once every other academic year thereafter

**Department Chair Elections**

The process for Department Chair elections is outlined in Article 17B of the 2011-14 LACCD/AFT contract.

- The Department Chair is elected by peers within the department.