

(2) **Monthly Salary Differential**

A monthly salary differential of \$250 for a total of ten months will be paid to each Department Chair who qualifies for any reassigned time for the assignment of a Department Chair. A Department Chair who does not qualify for reassigned time shall receive a monthly salary differential of \$350 for a total of ten months for the assignment of Department Chair. This salary differential shall be added to the contract faculty member's regular salary for STRS purposes if allowed by the STRS.

(3) **Hourly Pay To Participate In, And Coordinate Evaluation Of, And Interface With, Hourly Faculty**

For every hourly faculty member in the department determined by the average of the number of hourly faculty members at the previous academic year's Fall census and Spring census, the Department Chair shall be paid a total for the year of one hour of pay at the appropriate hourly rate.

(4) **Additional Weeks of Employment Per Year**

Commencing with the 2013-2014 academic year, department chairs will be granted one additional week of employment per year to be scheduled by the Dean/immediate supervisor. If the Department Chair is granted .6 reassigned time pursuant to this provision, then that Department Chair also shall be granted an additional one week of employment per year (for a total of two additional weeks of employment) to be scheduled by the Dean/immediate supervisor. If a department has 20 FTE or more faculty over the previous year's Fall and Spring census, then the Department Chair will be granted two additional weeks of employment per year (for a total of three additional weeks of employment) to be scheduled by the Dean/immediate supervisor. Additional weeks shall be added to the contract faculty member's regular salary for STRS purposes if allowed by the STRS.

13.1.G. All Department Chairs who have not served as a Department Chair during the last three years shall be required to participate in Department Chair orientation not to exceed two hours.

13.1.H. The Department Chair may request that an Assistant-Chair be appointed. The Assistant-Chair will be a faculty member nominated by department members through a process established by the department. The Assistant Chair is subject to approval by the College President. An Assistant-Chair will be appointed for a term of one year. The Assistant-Chair shall assist the Department Chair in the performance of her/his duties in accordance with the needs of the department as determined by the department. The Assistant-Chair shall be paid a pro-rata share of the hourly pay calculated in Section 13.1.F(3) that would have been paid to the Department Chair. An Assistant-Chair assigned to the Department Chair with duties other than evaluation shall receive a pro-rata share of the release time calculated in Section 13.1.F(1) that would have been provided to the Department Chair.

13.1.I. The Department Chair shall provide leadership to the department and shall assist the Dean/immediate supervisor in duties such as:

- (1) Recruitment, selection, and orientation of the new faculty and classified employees who will be assigned to the department.
- (2) Development of department's instructional schedule.

- (3) Development and revision of curriculum including course outlines and course and catalog descriptions.
- (4) Evaluation of faculty in the department.
- (5) Development and conducting of department meetings, and preparation and distribution of minutes of all such meetings.
- (6) Communications with students, faculty, and other employees.
- (7) Maintenance and improvement of facilities, equipment, and supplies.
- (8) Representation of, and liaison/advocacy for, the department within the College/District.
- (9) Development and revision of program review and student learning outcomes assessment processes.
- (10) Other duties as determined jointly by the faculty in the department and the dean/immediate supervisor which are reasonably related to the needs of the Department and the College.

13.2 Facilitators.

The number and designation of Facilitators shall be established by the College President. The duties of a Facilitator shall be determined and assigned by the immediate supervisor. All Facilitator positions will be advertised at the college at least five working days prior to selection. The appropriate manager shall interview qualified applicants and make a recommendation to the College President.

Exceptions to the above shall be made for facilitator hours related to the following assignments:

- EOPS Counselor/Coordinator
- Coordinator, Special Education
- Veterans, Counselor/Coordinator
- Coordinator, Student Health Services
- Transfer Center Coordinator
- Off-Campus Programs Coordinator

13.2.A. A Facilitator differs from a Department Chair in that the former is responsible for such things as a facility, activities, programs, special functions, events, or campus services. A Facilitator does not participate in the evaluation of faculty.

13.2.B. The extra duties of a facilitator shall be compensated at the appropriate established non-contract hourly rate.

13.2.C. Contract or non-contract faculty members serving as facilitators may have additional hourly assignments in combination with the facilitator assignment as specified in Section 5.4.A.

13.2.D. Non-contract faculty shall continue to accrue non-contract longevity during their service as facilitator.