

## COLLEGE DIVISION/DEPARTMENT ORGANIZATION

Divisions and departments provide the organizational interface between faculty and management. All academic employees who are not management are members of a department/division.

### I. Division and Department Structure

Division procedures, including procedures for division structure and faculty participation, shall be determined by management in consultation with division faculties. Such procedures are to be on file at the college, District Office and United Faculty Office.

#### A. Faculty Assignment to a Department in a Division

Unit members shall be considered members of a college, division and department wherein their largest "A" load assignment falls. Department faculty procedures, consistent with division procedures, shall be determined by the faculty members within them. Such procedures are to be on file at the college, District Office and United Faculty Office.

#### B. Changes to Division and Department Structure

Affected department and/or division faculty, and the appropriate Academic Senate shall be notified by management for discussion and input prior to establishing, changing or abolishing a recognized department and/or division structure.

United Faculty shall be notified by management for consultation prior to establishing, changing or abolishing a recognized department and/or division structure. Any adverse effect within the scope of bargaining on faculty members resulting from such establishment, change or abolishment shall be immediately negotiated with the United Faculty on request.

### II. Department Chair Elections, Functions and Duties

#### A. Department Chair Elections

1. Department chairs are elected for two-year terms from full-time regular and contract faculty of the department.
2. Department chairs may be recalled by two-thirds (2/3) vote of the same constituency.
3. Annually, the appropriate area dean will write a letter to each department chair providing feedback related to the established duties and responsibilities and/or will schedule a meeting to provide feedback in person.

#### B. Department Chair, Functions, and Duties within a Division Organization

Department chairs facilitate faculty participation in the following areas and according to procedures outlined below.

1. Curriculum development and coordination of programs which overlap other departments or related areas.
2. Teaching schedules and room assignments.
3. Screening and recommending the hiring of new teachers.
4. Construction of the budget, maintenance of inventories, and monitoring of expenditures.
5. Staff development.
6. Selection, evaluation, and supervision of classified staff assigned to the department.

**III. Faculty Participation through the Department and Division Processes**

- A. Budget  
Faculty in departments or divisions make budget requests for instructional programs to the appropriate division or college committee for review and allocation recommendations. The faculty in departments or divisions recommend procedures for the distribution of discretionary funds allocated to those departments.
- B. Scheduling  
Faculty in departments prepare and recommend teaching schedules and room assignments developed in accordance with the provisions within the United Faculty Agreement regarding scheduling.
- C. Hiring  
Faculty participate in the screening of applications for faculty and appropriate managerial and classified openings; faculty participate in the interviewing of applicants and the nomination of candidates in accordance with policies and procedures previously established by the administration in consultation with the faculty.
- D. Staffing  
Faculty in departments make recommendations through the division dean on such matters as staffing needs, enrollment trends, and use of part-time faculty.
- E. Evaluation  
Faculty responsibility for evaluation and improvement of instruction is described in Governing Board Policies and District Administrative Procedures.
- F. Curriculum  
Following department procedures, faculty may make recommendations for new courses or curricular changes to the appropriate committee responsible for curriculum decisions as constituted at the respective college.
- G. Facilities  
Faculty in departments may make recommendations for use of facilities.
- H. Staff Development  
The faculty in departments may formulate in-service training recommendations. In-service training programs for the improvement of instruction in departments shall not be undertaken without the consideration and approval of the affected group.

United Faculty Agreement, Article 6

Court of Appeal of the State of California, First Appellate District, Division, A108713,  
Contra Costa County Super. Ct. No. N03-0005, Filed 3/21/07  
Diablo Valley College Faculty Senate, Plaintiff and Appellant v.  
Contra Costa Community College District et al., Defendants and Respondents