FACULTY CHAIR GUIDE

FACULTY CHAIR GUIDE

Welcome to your role as faculty chair! This position will bring new opportunities for collaboration with fellow chairs and your Dean along with a few challenges. Since there are many methods to tackle the chair responsibilities, it is the intent of this guide to serve as a resource document and to provide examples/suggestions which align with contractual responsibilities and college practice. In addition to using this guide, we encourage you to contact an existing chair (or your recent chair) as a resource. The guide will be updated as needed to address the everchanging expectations and duties of a department chair.

This first draft aims to tackle the most frequent responsibilities in no specific order. However, a month or semester designation is listed to help you organize and prioritize your work. We all agree, communication with faculty is probably the most important strategy that will facilitate success.

On behalf of the faculty chairs, deans, and directors, Welcome!

First Draft Contributors
Helen Acosta
Regina Hukill
Jennifer Johnson
Michael McNellis
Kristopher Stallworth

FACULTY CHAIR GUIDE

TOP 15 and growing CHAIR RESPONSIBILITIES

(1) Mode A, Mode B and Adjunct Evaluations (first 3 weeks of the semester)
(2) Faculty reminders, review syllabi (first week of the semester)
(3) Ensure Department Representation on all Campus-wide Committees (Academic Senate, Curriculum Committee, Program Review, etc.)
(4) New faculty orientation (starts in august): Adjunct orientation (flex week)
(5) Schedule (September/February)
(6) Curriculum review (start in September)
(7) Program Review (hint: delegate) (October)
(8) Textbook Orders (October, April)
(9) Information Gathering and Sharing (with faculty and my dean) (after each FCDC meeting)
(10) Course SLO Assessments (Spring semester)
(11) Hiring Full-time and Adjunct Faculty (year-round, but most likely with scheduling)
(12) Flex forms (spring semester)
(13) Order Department Supplies (year round with cutoff date in May)
(14) Handling Student and Faculty Complaints (as needed)
(15) CTE requirements (year-round)
(16) Other (budget, load, faculty meeting)

Legend

COMMUNICATION TIP

KEY POINT

SUGGESTION

(1) Mode A, Mode B and Adjunct Evaluations (first 3 weeks of the semester)

- ✓ Mode A's are in the FALL
- ✓ Mode B's are in the SPRING
- ✓ Adjunct evals occur the first semester of instruction and if satisfactory, every 3 years thereafter. Review the specifics in the CCA bargaining agreement.
- Detailed paperwork requirements for the faculty member being evaluated are outlined in the current CCA bargaining agreement.
- The role of the chair in the evaluation process is detailed in the current CCA bargaining agreement. For starters you will need to ensure the following:
  - Meetings are arranged within the timelines suggested in the contract
    - First meeting
    - Classroom observations
    - Student evaluations
    - Final meeting
- Work with your Dean and DA III to identify your departmental process.

(2) Faculty reminders (Communicate this on or before the first week of the semester.)

A. Items faculty should provide you/DA at the beginning of the semester:

Electronic syllabus for each CRN on the SAS: DUE BY_____

You will need to ensure that each course has a current syllabus. Syllabi should be reviewed to ensure the following required items are included.

- Correct DSPS statement
- SLO's match SLO's on the approved COR
- Five (5) Office hours listed
- Assignment/exam schedule
- Grading criteria
- CRN and faculty information listed
- Date for final exam. A final exam or culminating learning experience must be conducted during the scheduled final exam period for the course.

- If applicable, update any changes for the department emergency contact list. This is a contact list maintained by the department DA. Faculty opt in and information is kept confidential.

Establish communication expectations between you and your faculty (email, text, etc.)

- Instructor schedule with office hours and post on office door

B. Other faculty reminders:

- Absence process
  - Forms

    - Notification process
- Faculty classroom responsibilities
    - Student attendance: first day drops Reminder: Print and Check your roll sheets weekly. All students not attending should be dropped by census date. (date is located at top of Banner Class Roster)
    - Adding seats to the class
    - Grading practices
- Conference attendance/Travel process
- Department meetings:
    - provide schedule
    - discuss attendance requirements
- End of semester reminders
    - Grades must be entered on BanWeb within 3 days of the final. Once you enter grades in banner, they may not available to the students until the end of the week or later. Canvas grade are immediately available once you release them.
    - SPRING SEMESTER ONLY: FLEX forms are due For FT faculty. Adjunct are to submit flex forms at the end of each semester.

C. Miscellaneous

- Injury reporting
- Student conduct reporting
- Maintain current /updated personal information in the BC system

Create checklists for your faculty.

Give a due date with enough time for you to review and revise if needed.

(3) Ensure Department Representation on all Campus-wide Committees

The Academic Senate issues a call for committee members in the spring semester. At the beginning of the fall semester the Academic Senate will email committee chairs and department chairs information regarding current membership for all standing committees. Review the list. If your department lacks committee representation, identify faculty you believe would be a good fit for the committee and discuss joining the committee. Participation in the college community is listed as professional responsibilities in the contract. (Article 4). In additional, the Ac

(4) New faculty orientation (starts in August): Adjunct orientation (flex week)

Department chairs are usually included on communication emails regarding the new faculty and adjunct orientations. At the very least, you should be aware of the new faculty meeting schedule so that you can support your new faculty. The meetings occur monthly for the firsts year. Attendance is MANDATORY, with administrative support for substitutes if there is a scheduling conflict.

It is often helpful if you routinely engage with your new faculty to provide additional support.

The adjunct orientation usually occurs in the evening at the beginning of the fall and spring semester. An email notification is sent to using the adjunct list serve. All adjunct both new and returning are welcome and should be encouraged to attend.

Although the adjunct faculty member is sent an email, it is often helpful if the department chair communicates the orientation information and encourages attendance. The adjunct faculty member is usually more familiar and responsive to communications from you and it provides and opportunity to ensure they are receiving the list serve emails.

(5)	Schedule (September/February)

For many new chairs, scheduling can be the responsibility that is overwhelming. While every department has a varied scheduling process, the academic services assistant (scheduler role) provides timelines and information necessary to complete the process. This section will outline the scheduling process as requested by the College scheduler. Talk with your Dean, Department Assistant, and previous chair to discuss the process that has worked for your area.

First things first: make sure you have Schedule Plus access.

- The first email will be a request to 'roll your schedule'. This is part of the schedule building process in schedule plus. You can choose which semester to 'roll' which means 'copy the same information from xx semester'. You will be asked (1) which semester to roll, (fall to spring or fall to fall, etc.) (2) do you want to roll the classroom assignments, (3) do you want to roll the instructor assignment.
- Next, you will receive a "SCHEDULE BUILDING TIMELEINE" email with multiple attachments from the scheduler. The email is usually sent in:
  > May- due in September for the following Spring semesters
  >early December due in February for the following Summer/Fall semester
  Attachments include:
  - A timeline and calendar packet. **Read this carefully!** This packet lists important deadlines/timeline, holidays, 4,6,8,12,16-week session dates.
  - Schedule block patterns. These are the time blocks in which courses should be scheduled
  - Priority room scheduling list. This is the list of rooms in which the first priority for scheduling is listed for a specific department. After the priority room scheduling deadline, (refer to timeline), any department can assign a classroom if it is available and if the classroom is not exclusive. Please note that L147 can be scheduled if it is an interactive course, otherwise it needs approval from Dr. Moseley and Kristen Rabe.
  - Section numbers
  - Schedule plus checklist This document explains many terms as well as lists the requirements for each field in schedule plus.

Keep the attachments in a binder for quick reference when scheduling.

- Work with your Dean and DA to develop a timeline which allows their review/changes BEFORE the schedule is due to the scheduler.
- Prior to schedule plus being locked, review the Preliminary Master Schedule (PMS) and Staff Assignment Sheets (SAS) to ensure all components of the schedule are correct. Make changes/corrections if necessary. Once schedule plus is locked, changes can only be made using the schedule change form (SCF).

- Proof the schedule during the timeframe indicated on the timeline. Corrections/changes can only be made using the SCF.

Some Chairs have faculty sign the SAS, copy and return the signed copy to the faculty.

Some Chairs scan the SAS to the faculty member and adjunct

(6)	Curriculum review (start in September)

During the Chair academy, the Curriculum chairs will present a list of courses that are scheduled for revision. The list is also distributed in late Spring. Courses are required to be reviewed every 6 years with the process beginning in year 5. The courses must be approved in the Fall for an effective date the following summer. START early!
Your department representative on the curriculum committee can assist with the process. If you do not have a representative, the responsibility falls to the Department chair (No kidding! It is in the committee charge.)

(7)	Program Review (hint: delegate) (October)

Program review is a significant responsibility because department allocations including faculty hiring are tied to program review documentation. It is important that your department identifies data supported needs and aligns the department goals with the college strategic directions. The packet is usually due in October. This is not intended to be completed solely by the chair but should include faculty input. START EARLY AND DELEGATE! This fosters engagement in the process and elevates each member's knowledge about the goals and needs of the department.

Some areas use a few faculty meetings to complete the document together.

Some areas assign the sections to individual or teams of faculty. The chair reviews and assembles the sections.

(8)	Textbook Orders (October, April)

In mid-October and mid-April, all faculty will receive an email from the Barns & Noble Bookstore manager. The email contains the process and due dates for textbook adoptions for the following semester. There is a faculty liaison who will communication additional information such as text book return information, deadlines, and other communications from the bookstore. In addition, the liaison will assist when there are issues with the bookstore and/or textbook order process. If your department has special considerations for ordering textbooks (e.g. all sections use the same book), communicate this to your faculty before October and April.

(9)Information Gathering and Sharing (with faculty and my dean) (after each FCDC meeting)

Faculty meetings are required by contract. Article 5 specifically states, "Conduct regularly scheduled meetings, at least twice a semester and special meetings as necessary, for the area of responsibility to ensure communication, discussion, and consensual decision-making."
Work with your Dean to establish a meeting schedule and norms.
Attendance at faculty meetings is a professional responsibility. If a faculty member misses a faculty meeting, an absence form is required. Refer to Article 12 of the contract for the specifics in reporting the hours missed.

Communicate the schedule and attendance expectations to your faculty.

(10) Course SLO Assessments (Spring semester)

Course Student Learning Outcomes (SLO) are created, assessed, and reviewed to ensure that the outcome is consistent with the mission of the college, addresses the needs of students and the community, and meets the requirement of law and regulation. The Assessment committee chair will provide guidelines and timelines for the completion of SLO and Program Learning Outcome assessments. Your department representative on the assessment committee can assist with the process.

(11)Hiring Full-time and Adjunct Faculty (year-round, but most likely with scheduling)

TBA

(12) Flex forms (spring semester)

All full-time faculty are required to participate in professional development activities.

- Full time faculty are required to complete 24 hours in the academic year. Faculty have been paid for these hours. If the hours are not reported, absence forms need to be filed. The flex form should be submitted no later that the first day of finals of the SPRING semester but may be submitted throughout the year.
- Adjunct who teach at least 3 units during a semester can report 2 hours of flex for that semester; however, it is not required. The two hours should e submitted not later than the first day of finals for the semester. The hours will be added to the last check for the semester reported.

Some areas have the faculty include the chair in the submission to the Dean. This allows the chair to follow up with faculty who are missing flex forms.

(13) Order Department Supplies (year round with cutoff date in May)

TBA

(14) Handling Student and Faculty Complaints (as needed)

TBA

(15) CTE requirements (year-round)

If you are a department chair with Career and Technical Education (CTE) Programs, there are additional requirements such as completing VTEA/Perkins funding reports, scheduling advisory board meetings, and strong workforce recommendations to name a few. The Career and Technical Education Council (CTEC) committee page lists the council charge, forms, documents, and other useful information. Attending the council meetings will provide information that will assist you in remaining compliant with the CTE requirements.

(16) Other (budget, load)