

New Contract Changes: Department Chairs

Presented by

Katie Carbary, James Telles, & Belinda Lum



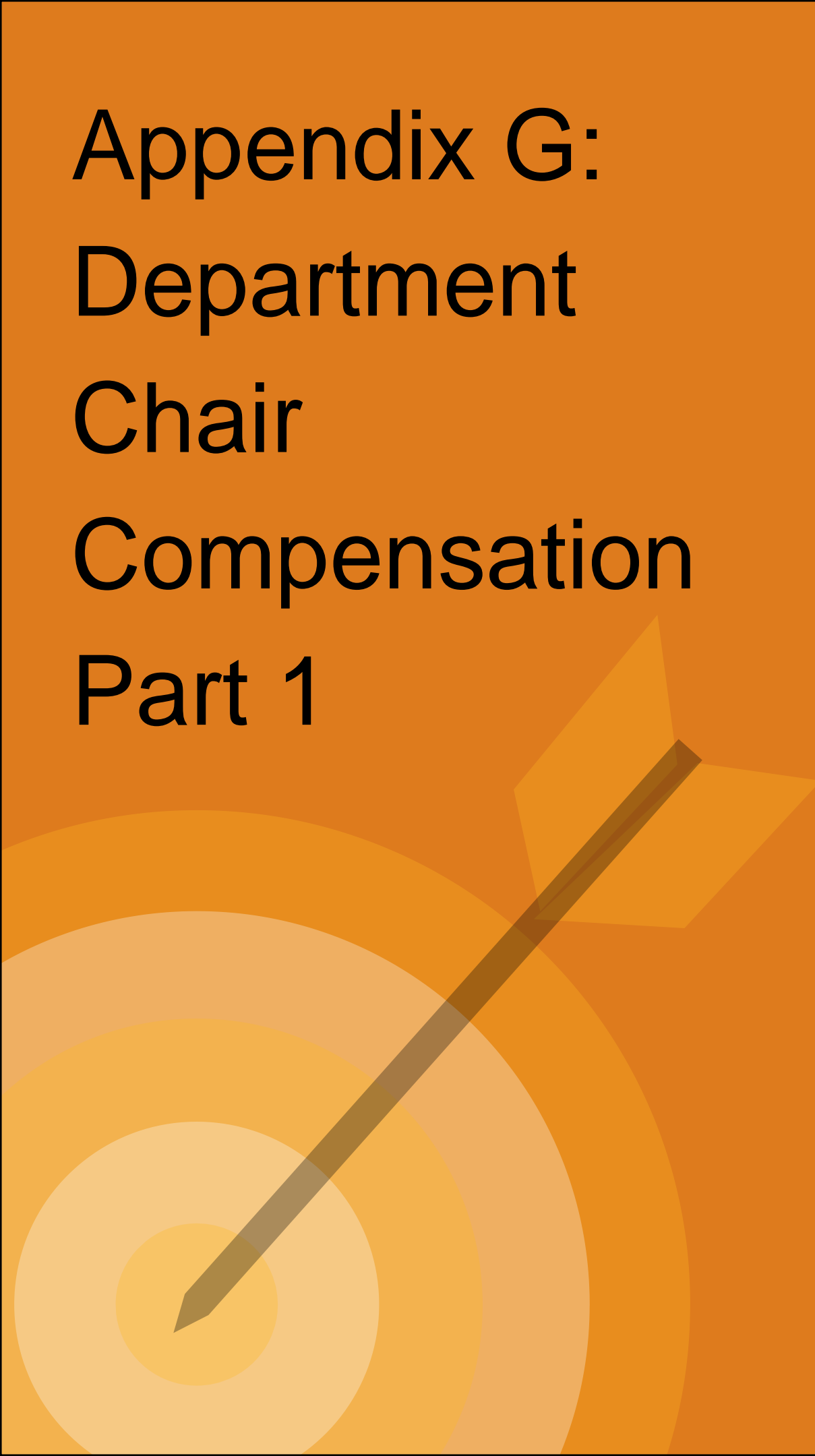


Thanks to all those who helped the team as we worked on this February through April!

The 3rd member of our negotiations small team and LRCFT President, Jason Newman. Our LRCCD partners on the team, Tammy Montgomery, Derrick Booth and Adam Windham. LRCFT research team members Kalinda Jones & Michael Grofe. Our Chief Negotiator, Belinda Lum. Additional assistance from LRCFT Executive Directors, new and emeritus, Michael Henderson & Robert Perrone.

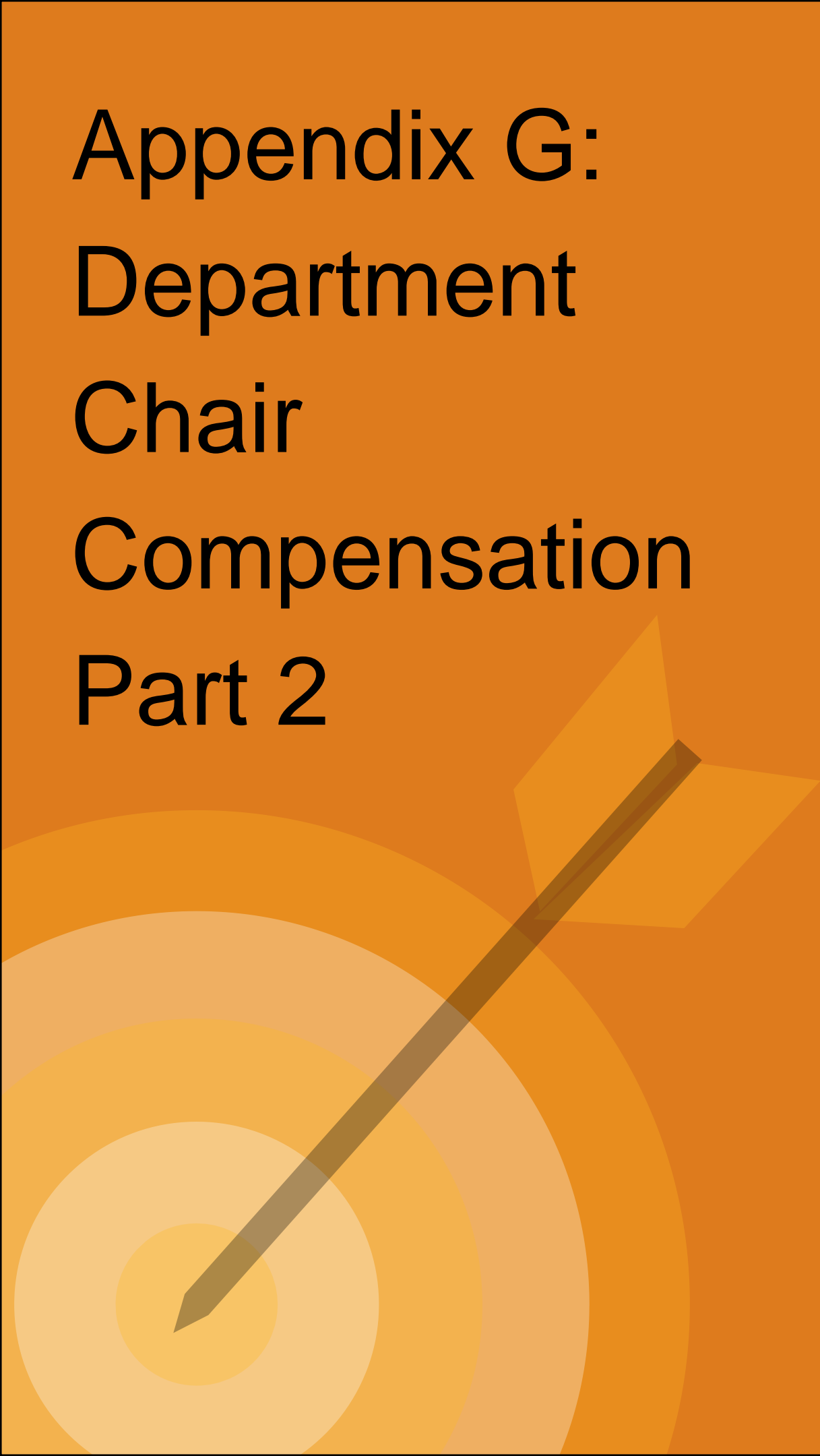
And thank you to all chairs who completed the LRCFT Chairs Survey!

Appendix G: Department Chair Compensation Part 1



- Eliminates the old Appendix G that was outdated, contained criteria that was left to problematic interpretations, and had been ignored for years.
- New system consists of a baseline compensation determined by Department FTE (FTEF for counseling and library departments), with the ability to have departments moved up if appropriate, based on complexity that increases the Department Chair's workload.
- An increase in the compensation level can be requested by mutual agreement of the Chair and Dean using the Chair Compensation Form after each Chair election.

Appendix G: Department Chair Compensation Part 2

A decorative graphic on the left side of the slide. It features a series of concentric circles in shades of orange and yellow, centered in the lower-left quadrant. A dark orange arrow points from the bottom-left towards the top-right, passing through the circles. The background of the left side is a solid orange color.

- The new system is a reassign time only system in which the Chair's duties are part of the faculty member's regular full-time workload.
- This is a pilot program that will be assessed annually for fiscal viability and to make changes to the form as needed.

Changes to Chair Responsibilities & Duties - Why



- To make chair work transparent for new or potential chairs.
- To acknowledge how the role has evolved.
- To match the contact language to the chair evaluation form.
- To incorporate the information derived from this semester's chair survey.
- To ensure that work is better accounted for, with compensation actually matching average workload.
- To counter the chronic underestimation of workload.
- To clarify and justify improved compensation.



Changed Sections

- Appendix G (New Process)
- Department Chair Compensation Form (New Form)
- 2.2.4.3 Responsibilities & Duties (New Language)
- 2.2.4.6 Department Chair Timeline (New Language)
- 2.2 & 2.2.4 (New Language)
- 2.2.4.4 Department Chair Feedback (Added Preferred Adjuncts)

Let's look at the documents & a process overview

- [Appendix G](#)
 - [Department Chair Compensation Form](#)
 - [Chair Responsibilities & Duties](#)
-

Election Process and Initial Reassigned Time Placement

In March, dean sends notification to department about elections to be held in April. This notification includes average annual department FTE (the average of the current academic year's Fall FTE and Spring FTE at census).

Chair nominations and elections happen as they always have, in April. Election results are announced.

Newly elected chair knows initial reassigned time placement based on FTE (this is shown in new Appendix G).

After Election: Meeting with Dean and Completing Department Chair Compensation Form

After election results are announced, dean and newly elected chair meet to discuss responsibilities and expectations.



OR



Outcome A:
(Most departments)

Dean and chair agree on responsibilities and workload that matches the initial reassigned time placement.

Check box "A" and sign form. Move on with your day.

Outcome B: Dean and chair mutually agree that initial placement **does not account** for expected workload of chair.

They can either:

- Check box "B" and submit a written request for increased reassigned time to the VPI within two weeks of election results being announced;
- Or, agree to reduce chair's responsibilities, and based on new reduced responsibilities, check box "A" form.

Final Steps & Reminders

- For departments that request increased reassigned time relative to the initial FTE-based placement, the final step is hearing from the VP about whether it's approved.
- If it's not approved, the dean and chair will need to meet again to reprioritize duties so that the chair is not being asked to do a lot more than what is appropriate.
 - The chair also has the option to use some of their college service hours to cover additional duties.
- We don't recommend that chairs and deans request increased reassigned time unless it's necessary, based on workload *that must be done by the chair*.
- Reminder: being a department chair is completely voluntary, and no one is required to perform this role.

Example: Basket Weaving Department

- Basket Weaving Department has 4.8 FTE, so their initial reassigned time is 0.1 FTE per semester.
- The area dean and the Basket Weaving Chair agree that this should be increased to 0.2 FTE per semester. They submit their reasons in writing:
 - The chair must maintain the basket weaving equipment and inspect it for safety every semester.
 - The chair must train new part-time faculty to teach, because they are usually professional basket weavers with no teaching experience.
 - The chair is required to submit 3 basket weaving grant reports every semester, and attend grant meetings.
- The VPI decides whether to approve the increase.

Example:
Basket
Weaving
Department
- Possible
Outcomes

- Possible Outcome 1:
 - VPI approves increase. Basket Weaving chair does all the work that the chair and dean submitted in the written request, receives requested reassigned time.
- Possible Outcome 2:
 - VPI does not approve the increase. The Basket Weaving chair meets with the dean to reprioritize. They decide the chair will spend less time training PT faculty, and they can be encouraged to do PD instead. The dean and office staff will help with grant reports.

Questions You Might Have



- How will the process work this year, if contract is ratified?
 - It will be on a modified timeline this summer. Chairs will receive communications from your dean and VPI/VPSS. Please respond to these, as they will include information about FTE placement and deadlines for this process.
- What if chair and dean don't agree?
 - The request for increased compensation must be made by mutual agreement. You and the dean will need to reach an agreement about expectations (just like now)
- Do increased amounts of reassigned time "roll over"?
 - No, the form is re-done at the start of each two-year term.
- What if the contract isn't ratified?
 - Old Appendix G from last contract will be applied instead.

Other Questions??

