

6.6 Faculty Department Chair, Administrative Associate, Management Support

- 6.61 Faculty may agree to accept an assignment as a Faculty Department Chair, Administrative Associate and/or to perform Management support functions.
 - 6.611 Faculty Department Chairs shall serve 3 year appointments that may be discontinued at any time at the discretion of the Administrative Supervisor. Appointments may be renewed at the discretion of the Administrative Supervisor, in accordance with 6.612 and 6.613. There may be more than one Faculty Department Chair, Administrative Associate and/or Faculty performing Management support functions per program or department, or there may be none.
 - 6.612 Faculty in the respective department or program will be given advance written notice of any opening for Faculty Department Chair, Administrative Associates and/or for Faculty to perform Management support duties. Part-time faculty may be considered in the absence of interested and/or available full-time faculty or as a co-chair in partnership with a continuous appointment faculty member FDC.
 - 6.613 The Administrative Supervisor shall solicit the advice of department Faculty before making the selection decision. Probationary or part-time Faculty will not be appointed to a Faculty Department Chair position without the approval of the Executive Officer.
 - 6.614 Department Faculty shall be given written notice of who is appointed as the Faculty Department Chair.
- 6.62 Faculty shall be assigned duties from a College Faculty Department Chair job description.
 - 6.621 The Faculty Department Chair duties shall be administrative in nature and shall not duplicate Faculty duties as defined in Article 5.
 - 6.622 A copy of the Faculty Department Chair job description with duties, as agreed upon by the Administrative Supervisor and the Faculty member, will be provided to the Faculty.
 - 6.623 The Federation and Management shall review the Faculty Department Chair job description annually upon request of the Federation through contract administration.
 - 6.624 The Faculty Department Chair may be assigned responsibility for conducting assessments of part-time Faculty members under Article 7.2. However, the Faculty Department Chair shall not evaluate full-time Faculty or Academic Professionals except as a peer under Article 7.423, 7.4241, 7.433 and 7.4341. They will not evaluate Classified staff.
- 6.63 Faculty compensation shall be in the form of release time and/or additional pay.
 - 6.631 The Faculty and the Administrative Supervisor shall agree, in writing, on the compensation and responsibilities of the position. This agreement shall be subject to the approval of the Dean of Instruction and subject to the restriction of 6.7.

- 6.632 Normally, additional pay will be used in those instances in which the time required to perform the duties is less than five hours per week. Release time may be granted if the required hours are five or more per week.
 - 6.633 The amount of release time shall not exceed the limits described in Article 6.7, but department chairs may receive additional pay in addition to this maximum level of release time. The standard rate of additional pay for the duties will be the Faculty Department Chair rate in Appendix D.
 - 6.634 The total amount of release time and extra pay should relate to the number of sections in the department, the amount of support received from other Faculty and staff, and the extent of program coordination responsibilities beyond that of other full-time Faculty. Deans of Instruction shall, as a group, review Faculty Department Chair compensation, support and duties annually in order to provide some consistency among these agreements.
- 6.64 An Academic Professional may be assigned as an Administrative Associate. The amount of time for the tasks shall be agreed upon by the Administrative Supervisor and the Academic Professional, subject to approval of the Campus President/Vice-President. Compensation shall be in the form of release time from the employee's regular assigned duties.
- If an Academic Professional accepts a temporary Management position, or agrees to replace a Management person for one month or more, he/she will receive the step increase normally associated with a promotion or the bottom of the new range, whichever is greater.
- 6.65 Although Faculty Department Chairs, Administrative Associates and Academic Professional Coordinators may be assigned responsibility by their supervisors for directing the work of staff, they are not supervisors or managers and thus do not have the authority to hire, fire or discipline other employees. They may, however, provide input into such actions, and be responsible for assigning, monitoring and coordinating the work of other employees and providing them with day-to-day direction.
- 6.7 Limit on Release Time for All Purposes
- 6.71 Instructors: Release time shall not exceed an average of 50% of instructional workload (as defined in 6.22), computed over eight terms or two academic years, whichever is less. Any exceptions to these limits must be approved through the Contract Administration Meetings (CAM).
 - 6.72 Counselors and Librarians: Release time shall not exceed a three term average of fifteen hours per week (50% of the thirty hour per week direct services), computed over eight terms or two academic years, whichever is less.
 - 6.73 Academic Professionals: Release time shall not exceed a three term average of twenty hours per week (50% of the 40-hour work week) computed over eight terms or two academic years, whichever is less. This provision shall not apply to part-time Academic Professionals (those working 960 – 1,386 hours).