

**FACULTY DEPARTMENT CHAIR
AGREEMENT, JOB DESCRIPTION, AND COMPENSATION AGREEMENT**

FACULTY DEPARTMENT CHAIR AGREEMENT

FDC: _____
Print Name

FDC For: _____
Indicate Program(s)/Discipline(s) and Campus

This agreement between the above named Instructor and Portland Community College is for Faculty Department Chair (FDC) duties as indicated in the attached Faculty Department Chair Job Description and compensated for as indicated in the attached **Faculty Department Chair Compensation on Agreement**.

The term of the Agreement is 01 September _____ through 31 August _____ unless terminated by either party upon written notification to the other party.

The percent release from teaching duties is:

___ 25 ___ 37.5 ___ 50

The additional compensation hours are:

___ 40 ___ 80 ___ 120 ___ 160 ___ 200 ___ 240

These hours will be paid bi-weekly, prorated over the academic year.

FDC Signature

Program Dean

Pathway Dean

Associate Vice President

Job Description and Compensation Agreement follow below

Please return this form along with a signed Approval of Faculty Release* form to Human Resources, DC 321.

*available at <https://www.pcc.edu/resources/academic/faculty-release/>

FACULTY DEPARTMENT CHAIR JOB DESCRIPTION

General Description

This is a faculty position which reports to a division dean (or academic director). The FDC is responsible for organizing the delivery of instruction for a program or discipline or group of related programs or disciplines. In addition, the FDC will assist in the administration and coordination of activities assigned by the division dean and will provide department leadership to faculty and staff.

Qualifications

A FDC must hold an appointment as a full-time faculty member in a program or discipline within a division. Probationary Faculty may be appointed with the approval of the Campus President.

Principal Duties and Responsibilities

1. Recommends class schedules (term and annual) consistent with the mission and goals of the department. Recommends the assignment of appropriate classes to division- designated labs, studios, and classrooms.
2. Prepares and recommends faculty teaching assignments and schedules.
3. Interviews and makes hiring recommendations for part- time faculty.
4. Recommends and makes provisions for substitute instructors when necessary.
5. With the help of the faculty, recommends equipment and supply budget requests and expenditures for the department. In coordination with the division dean, manages and maintains equipment, lab software and specialized program facilities with the assistance of an Instructional Support Technician.
6. Performs advising with prospective students to determine readiness for enrollment.
7. Coordinates student advising with the academic advising center of the campus and responds to individual and other inquiries about the program(s) or discipline(s). Coordinates the work of tutors, if the department employs them.
8. Works with the SAC to inform part-time faculty of CCOG requirements, meetings, changes in curriculum, approved textbooks, and instructional materials.
9. As designated by the division dean, coordinates and/or conducts initial and three-year assessments of part-time faculty. Three assessments per academic year are expected for a 25 percent release with additional assessments pro-rated for higher releases. Each

assessment over the number expected will be compensated by payment for three hours at the FDC rate. (Assessment of part-time faculty may also be conducted by other full-time or experienced part-time faculty and compensated for by payment for three hours at the FDC rate.)

- 10.** Assists the division dean in the orientation and support of all faculty. Coordinates the assignment of current faculty to serve as mentors to newly hired part-time faculty.
- 11.** Serves on all hiring committees within the program(s)/discipline(s) and other committees, as needed. Helps recruit department faculty to serve on department, division, campus or college committees.
- 12.** Assists the division dean with outside accrediting responsibilities. Assists with articulation arrangements between high schools and post-secondary educational institutions.
- 13.** Helps resolve problems between students and faculty within the department.
- 14.** Performs other duties that pertain to the operation of the department as mutually agreed by the division dean and FDC, including required duties performed during the summer months.

Additional Duties and Responsibilities in Career and Technical Education (CTE) Programs:

1. May evaluate previous academic work (traditional/non-traditional) and recommend substitutions for program requirements. Performs ongoing advising with enrolled students and responds to other inquiries about the program(s). Assesses program-specific aspects of student graduation petitions.
2. Coordinates an industry specific advisory committee. Includes recruitment of and communication with committee members and facilitation of meetings.
3. In coordination with the division dean, markets the program through development and maintenance of a website and other program specific marketing tools, e.g., brochures, CDs, DVDs, events, etc.

In accordance with Article 6.65 of the Faculty and Academic Professional Agreement, it is understood that although Faculty Department Chairs, Administrative Associates and Academic Professional Coordinators may be assigned responsibility by the supervisors for directing 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.

Compensation Agreement follows below

FACULTY DEPARTMENT CHAIR COMPENSATION AGREEMENT

It is desirable to set consistent stipend and release levels without requiring FDCs to keep track of chair hours, which tend to blend into instructional duties.

The Plan

Points	1-120	121-210	211-330	331-450	451-550	5 51-800
Hours	40	80	120	160	200	240
Total Release	25%	37.50%	50%	50%	50%	50%

Formula: Points = Department SFTE + Additional Points

- Department SFTE was selected because it reflects the number of CRNs offered, which can also reflect the number of full-time faculty in a department. Higher SFTE represents more course scheduling work and an increased probability of having to respond to student complaints about courses.

Additional Points:

- Career and Technical Education Chairs = 200
- Chairs Supervising Extensive Facilities = 100
- Counseling Chairs = 200

Large Departments:

- Departments over 800 points may divide the points between co-chairs.

Revised July 9, 2021