

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
TO THE
VICTOR VALLEY COLLEGE FACULTY ASSOCIATION
June 5 2025**

The collective bargaining proposals herein by the Victor Valley Community College District to the Victor Valley College Faculty Association, CTA/NEA Chapter 1169, are made expressly pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement between the parties. The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 21
DEPARTMENTS**

A. Department Organization

1. For instruction, a department is an organizational unit defined by one or more discipline TOP Codes. The chief instructional officer may establish, modify, or eliminate departments/programs in consultation with the VVC Academic Senate and the Association. New departments/~~programs~~ will automatically be placed on the department list (Article 21.I.) as a new department. Any other changes to the current department list will be negotiated with the Association.
2. Department chairs will report to the dean or other first-level administrator responsible for the department.
3. A unit member who teaches in more than one department is a member of all the departments in which they teach and is responsible for maintaining high standards of competency and professional service, which shall be evaluated through the full-time faculty evaluation process as outlined in Article 15.
4. Unit members on full-time special assignment other than as identified in Articles 8 and 18 will not belong to a department and will report directly to the appropriate administrator in charge of the assignment.

B. Department Chair Election (Single Discipline Departments)

1. Department chairpersons will be selected by all full-time members of the department and will serve a two-year term, commencing the first day of the Summer session. Beginning Spring 2024, there will be a limit of two consecutive terms a department chair may be elected and serve, unless there is no interest in the position. Department chairs who have served two consecutive terms can run again two years after their last service, unless there is no interest from full-time faculty in the department. ~~When possible t~~When possible this position shall be a full-time faculty member, tenured when feasible. In the case of one-person d he results to the chief instructional officer or chief student services officer.

C. Department Chair Elections (Multiple Discipline Departments)

Intent: Disciplines with one, or few full-time faculty are at a disadvantage when they are combined into a department with disciplines with larger numbers of faculty. In the

interest of fairness, both the district and the Association believe that all disciplines in a department deserve an equal voice, as well as an opportunity to serve as department chair.

1. The department chair term shall be two years. At the end of the two-year term, election of a new department chair from another discipline shall be conducted, as per the process outlined in Article 21.B above. If there is no interest from other disciplines, the current department chair can run again, and if there are multiple full-time faculty interested, the election shall be conducted as per Article 21.B. Each multiple discipline department will create an alphabetical discipline rotation list. Every two years the discipline at the top of the list will rotate to the bottom.

2. At the start of each election cycle only faculty from the discipline at the top of the rotation list are eligible to run for department chair. Members of the department may elect a department chair from the slate of candidates from the discipline at the top of the rotation list by consensus or per the process outlined in Article 21.B.6-10 above.

In cases where the discipline has only one full-time faculty member that faculty member will automatically become the department chair, unless they do not wish to serve. If there is no department chair, then the process outlined in Article 21.B will apply. When no member of the discipline at the top of the discipline rotation list wishes to serve as department chair, that discipline will rotate to the bottom of the discipline rotation list and the faculty in the next discipline will be given the opportunity to serve.

3. In the event there is no interest from any discipline in the department, resulting in no chair being elected, the department will be given 10 days to resolve the situation, i.e., elect a chair. Failure for the department to elect a chair will result in the area dean temporarily taking over the department chair duties or selecting a part time faculty to serve in the role as department chair for the remainder year of service unless a temporary chair is elected. In the following semester, the department shall reconvene and repeat the nomination and election process outlined in Article 21.B above.

4. If the department chair position is vacated prior to the end of the term, an election for an interim department chair shall be held within 30 days (within the 175-day academic calendar) of the announcement of the vacancy, following all of the procedural steps outlined in 21.C.2 above for election. The interim department chair shall serve the remainder of the term of office of the department chair replaced, and the interim chair is eligible for their own two consecutive terms if elected.

5. A full-time faculty member will vote only in the discipline where the majority of their regular contract load resides. When a full-time faculty assignment is 50/50, the full-time faculty member will select in which discipline they will vote. Full-time faculty members teaching on an hourly or overload basis in another department will not be voting members.

The results of the election shall be forwarded to the immediate supervisor, who will forward the results to the chief instructional officer or chief student services officer.

D. Resignation or Removal of a Department Chair

1. The department chair may resign at any time. Their written resignation shall be submitted to the immediate supervisor no less than fifteen (15) working days prior to the effective date of resignation, whenever practical. In cases of resignation the reassign time will be prorated.
2. Any time after having served one (1) full semester as department chair, 50% of the voting faculty members of the department or program may petition for a new election.
3. The new election petition shall be presented to the Association president and the immediate supervisor of the department chair, who will jointly conduct a new election within ten (10) working days of receipt of the petition.
4. The Superintendent/President may remove a department chair from their assignment as chair for one of the following reasons:
 - a. Any of the formal causes for discipline specified in Education Code Section 87732 or 87735, provided the chair has been given written notice of the reason supporting the removal and an opportunity to respond.
 - b. Unsatisfactory service as department chair as reflected in two evaluations of the chair's performance within two consecutive department chair election cycle terms of service conducted pursuant to Article 21.I. The Association has the right to review all Department Chair evaluations with consent of the affected employee.
 - c. A majority vote of the faculty in the department who completed the evaluation in that capacity conducted pursuant to Article 21.I.
 - d. If a department chair is removed any time outside of the contractual department chair election cycle they will be given an assignment if needed to complete their load. In such circumstances, a temporary chair shall be elected by the department in line with the process in Article 21. B-C upon removal of the current department chair by the Superintendent/President. The temporary chair may be elected as permanent chair as applicable as per Article 21.B-C.

E. Absence of the Department Chair

1. If the department chair or program director is expected to be absent for more than fifteen (15) consecutive working days, but less than one (1) semester due to illness, leave of absence, leave of absence, sabbatical leave, or any other reason, the position will be considered vacant and an election to replace the department chair for the remainder of their term shall occur using the election procedures in Article 21.B or C.

F. Temporary Chairs

When a department with only one full-time faculty member does not have a chair due to retirement or other unplanned or unforeseen circumstances, the district may:

1. Offer a chair of another department a temporary chair position in the department with the vacancy, or a full-time faculty member in a comparable department/discipline, in the same school/division, or select a part time faculty member in the same discipline.
2. If no other chair is willing to accept this assignment, the district may offer a temporary chair position to a full-time faculty member in a comparable department/discipline, in the same school/division.
3. If no chairs and no full-time faculty members are willing to accept this assignment, the chair duties for the department will be assigned to the division dean.
4. Temporary Department Chair Duties: Temporary chairs will fulfill all of the duties outlined in Article 21: Departments. Temporary chairs may voluntarily complete all, or/any portion of, chair summer and/or winter extra duty days in the discipline in which they are temporarily assigned, but shall not be obligated to do so.
53. Temporary Department Chair Compensation: Temporary department chairs will be compensated per the compensation chart in Article 21, with the reassigned time allotted to that department as calculated based on the FTEFs in the department.

G. Compensation

1. Department chairs will be compensated based the FTEF count in the department the previous academic school year. The calculation of a full-time equivalent faculty (FTEF) member does not include reassigned time. See chart below:

Department FTEF	Reassigned Time	Extra Duty Days/year*
1.0- 6.0	20%	8
6.1- 12.0	30%	8
12.1-18.0	40%	10
18.1-24.0	50%	10
24.1-30.0	60%	12
Greater than 31	70%	12

* See below

** Based on the amount of instructional reassigned time converted to the average hourly rate of \$65 rounded up to the nearest \$5.00.

*** The chairs of multiple departments will receive a \$1500 stipend a year for each additional discipline.

When a chair resigns before the end of the year of service but after all extra duty days have been served and a new chair is elected or appointed, that incoming chair will be offered half of the extra duty days assigned to that position.

2. Extra Duty days will be mandatory, however chairs may choose which days they will be on campus with approval of the area dean (6 hours per day) in either winter and/or summer no later than the 15th week of the Spring semester of the previous academic school year for summer and no later than the 15th week of Fall semester for winter. Extra duty days can be scheduled from the week between Spring and Summer session through the last week before Fall semester begins for Summer session (including evenings and Fridays), and from the first day of Winter session to the final week of Winter session (through Saturdays if Saturday classes are offered). In circumstances where the college is closed due to natural disaster, epidemics or similar situations, scheduled extra duty days will automatically be virtual.
3. Outside of Winter/Summer extra-duty days, chairs are not obligated to perform department chair duties or be required to respond to District e-mails or phone calls. During Winter and Summer outside of the Winter/Summer extra-duty days, the area dean or designee will perform department chair duties.
4. If department chairs are directed in writing to complete department work outside of their scheduled extra duty days (Winter/Summer), they can log and submit those hours to their dean and deduct those hours from extra duty days in a subsequent term. No department chair shall be required to work beyond their scheduled extra duty days for Winter/Summer sessions.
5. Chairs will be paid 1/175 of their regular base pay per day. Compensation will be made in four installments on February 1, March 1, August 1 and September 1 based on days worked outside the regular academic calendar prior to that pay period. No department shall be greater than 43 FTEF unless approved by the vice president of Instruction and the president of the Association.

H. Duties and Responsibilities

1. The department chair, under the supervision of a dean or first- level administrator, is responsible for providing leadership on behalf of the department to the district. While the department chair is a faculty member and does not have the authority to supervise, evaluate, or discipline other faculty, the department chair does have the responsibility to carry out policies and procedures formulated by the district, department, or program and coordinate with classified personnel within the department. Additionally, the department chair is responsible to report unresolved problems or violations of the district to the appropriate manager.
2. Meetings: Department chairs will hold meetings with their department faculty at least once per 16-week semester to meet the needs of the department. These meetings shall be scheduled at times all full-time faculty can attend (including evenings and weekends if all in the department agree) whenever possible. Department meetings can be in person or virtually, or a combination, so all full-

time faculty have the opportunity to attend, and notification shall be sent out no later than one week before the meeting with a copy to the dean.

In addition, department chairs will attend campus-wide department chair meetings as necessary to meet the needs of the college. The District shall publish a schedule of campus-wide department chair meetings in summer for Fall semesters, and in winter for Spring semesters, and these meetings shall be held at a consistent day and time. Cancellation of department chair meetings, whenever possible, shall be done at least 24 hours in advance. Department chair meetings may be in person, virtual, or a combination to best meet the needs of department chairs or their designees. Notification for Division meetings with the dean/area administrator shall be provided one week in advance of the meeting to department chairs. The District shall provide a sub in cases where a department chair has a schedule conflict or cannot meet virtually, and no leave shall be deducted from the department chair for attending department chair meetings.

3. Curriculum and Course Offerings: Under the leadership of the department chair, a department shall provide a balanced program of courses which meet the requirements of Victor Valley College students. Disciplines shall evaluate their offerings, courses of study, and shall make such changes to improve instruction as are within the limits of their authority.

The department chair director shall:

- a. Coordinate with discipline faculty to facilitate curriculum development, review, and revision in accordance with established college procedures and state guidelines.
- b. Facilitate new or revised curriculum or programs as requested by discipline(s) within their department to the Curriculum Committee.
- c. The department chair shall coordinate and collaborate with discipline faculty to facilitate SLO development and complete SLO assessments. This collaboration includes preparation of a SLO assessment calendar; distribution of SLO information, and SLO forms for uploading information into a central location to be determined by the District, and SLO rubrics and/or criteria for success.

When applicable, chairs shall also provide the same departmental leadership and information to discipline faculty regarding PLOs.

Chairs shall also incorporate SLO and PLO planning and evaluation into discussions at regular department meetings as described in Article 21.H.2 and shall take appropriate actions to improve curricula and programs based on those discussions.

- d. The chair ~~may shall~~ supply part-time faculty with discipline SLO and, when applicable, PLO information and forms, or refer part-time faculty to the dean for these items.

- e. In multi-discipline departments (more than one TOP Code), the chair is only responsible for duties outlined in Article 21.I.3.c and d. in the discipline in which they have the majority of their teaching load.

4. Scheduling

- a. The department chairperson shall after consulting with full time faculty in their area, recommend to the dean course offerings to include times, days, room location, method of instruction, and staffing needs that fulfill program and student learning needs while meeting state regulations and appropriate accreditation guidelines that have been forwarded to them.

- b. The scheduling process as described in Article 12 shall apply to all full-time faculty, including the department chair.

- c. The department chairperson may be a resource for their supervisor in the recruitment of part-time faculty.

- ~~d.~~ The department chairperson shall consult with the dean or appropriate manager, as well as the faculty in the discipline affected, regarding adding or canceling classes after the class schedule is published and before census.

- de. The department chairperson may assist the dean or appropriate manager in notifying instructors of course cancellations.

5. Planning and Accreditation

- a. The department chair shall provide leadership and consult with discipline and/or program faculty when writing program review and master planning documents. The department chair will be responsible for writing program review and master planning documents.

All program review and master planning documents, along with supporting data used in writing these documents, shall be available and accessible to department chairs a minimum of two months before these are due.

- b. Any unit member in the department (including unit members teaching in multiple departments) can assist and contribute to writing the department's program review (Article 12). All full-time faculty in the department will be provided a copy of the program review, and must be allowed to have the opportunity to approve the Program Review before it can be submitted. Unit members will have one calendar week to comment, request changes, and/or approve their department's final submission. If the simple majority of the department rejects the final version of the program review, the department chair, in consultation with the dean, shall schedule a meeting to discuss revisions, inclusions and deletions unit members request. The final version of the department's program review/annual update will be emailed to all department members before it is formally submitted.

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346 6. Budget
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348 The department chair shall develop and recommend to the appropriate
349 administrator the department or program budget and initiate and recommend the
350 purchase of equipment or materials in accordance with Program Review
351 guidelines and AP 6200.
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353 7. Responsibility to Students
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355 **a.** The department chair shall attempt to mediate and resolve student-faculty
356 complaints in line with the college's published student complaint process ,
357 except those involving sexual harassment or discrimination which shall be
358 referred immediately to the Office of Human Resources.
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360 **ab.** The department chair shall provide advisory services to students
361 regarding departmental offerings, the major and the minor, comparable
362 courses in senior institutions, and other professional matters for which
363 they are professionally trained and responsible.
364

365 8. Department Representation: The department chair shall attend appropriate
366 meetings, e.g. department chair meetings, as per 21.H.2. If the chair is unable to
367 attend any campus wide chair meetings, they may send a designee from their
368 department.
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370 a. As applicable, the department chair shall complete appropriate
371 department forms, e.g. equipment purchases and forward them to the
372 immediate supervisor.
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374 b. The department chair shall communicate any facilities or equipment
375 needs to the immediate supervisor.
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377 9. Department chairs shall observe a strict code of professional ethics in their
378 relationship with all Victor Valley College personnel.
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380 10. Staffing
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382 a. The department chair, and/or the discipline faculty by request **of the**
383 **appropriate administrator, shall may** participate in the recruitment and
384 recommendation for hire of full-time and part-time faculty.
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386 b. The department chair shall provide assistance, mentoring, and
387 department orientation to new full-time **and part-time faculty** members,
388 once official notification is provided to the department chair, including
389 college email address.
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391 **Any mentoring and department orientation duties are**
392 **included in the reassigned time per department chair; ~~no~~**
393 **additional hours are required.**
394

395 c. The department chair, or their designee may attend the part-time faculty

orientation meetings when they are held within the 175-day academic calendar, or when they are part of chosen extra duty days. **Part-time faculty orientation Fall and Spring meeting days and times shall be sent to department chairs by June 1 each year so department chairs can plan extra duty days accordingly.**

- d. The department chair ~~may~~ **shall** assist in the evaluation of part-time and full-time faculty if requested ~~by the faculty member or~~ area administrator.
- e. When a department chair assists in the evaluation of part-time faculty in their department (observations only), the full-time faculty member will be fully protected by the district under California Government Codes Section 815-818.9 and 825-825.6. Faculty shall be compensated at their current hourly rate, not to exceed two (2) hours per evaluation, for each part-time faculty evaluation completed in a semester, including evaluations of online, hybrid, correspondence, hy-flex and CCAP. All part-time faculty evaluations must be completed outside of the department chair's classes and other contractual commitments.
- f. If the department chair cannot participate in part-time faculty evaluations, then unit members in the department may assist in the evaluation of part-time faculty, compensated at their current hourly rate, not to exceed two (2) hours per evaluation, including evaluations of online, hybrid, correspondence, hy-flex and CCAP, for each part-time faculty evaluation completed. Any part-time faculty evaluations must be completed outside of the unit member's classes and other contractual commitments. The full-time faculty member will be fully protected by the district under California Government Codes Section 815-818.9 and 825-825.6.

- 11. The department chair shall maintain accurate and appropriate records for the department and/or program, e.g., records reported to the state or accrediting agency, unless those duties are under administrative purview, or are part of the assigned duties of the faculty program director.

I. Formative Evaluation of Department Chairs

1. Intent

The annual evaluation of department chairs is for the purpose of helping them to become more effective leaders by providing appropriate guidance and support.

2. Procedure for Department Chair Evaluation

- a. The annual evaluation of the department chairs shall be initiated by the area administrator in March and completed by April 30 of each year of their term. Department chairs shall be notified two weeks before the evaluation is distributed to the department. The evaluation is a formative ancillary evaluation and is not part of the

formal faculty evaluation process. The evaluation will be placed in the department chair's personnel file.

- b. The faculty in the department shall anonymously complete the appropriate department chair evaluation form. (Appendix G-1) The completed form shall be distributed, collected, and tabulated by the dean/area administrator's office. The department chair shall be sent a copy of the notification sent to faculty in their department.
- c. Using information from the evaluation forms (Article 21.1.2.b) the immediate supervisor shall complete a formative performance evaluation report (Appendix G-2) on the department chair. The tabulated results of the survey (Article 21.1.2.b) will be provided to the chair along with the dean's/area administrator's formative performance summary.
- d. A department chair who receives an overall unsatisfactory evaluation shall be provided with recommendations indicating what they need to do to improve their performance. The department chair may submit a response to this formative evaluation, which will be submitted to the dean and vice president of instruction; this document can provide context, resources lacking which prevented the department chair from conducting their duties effectively or any other materials related to the results of the formative evaluation. A follow-up meeting, consisting of the department chair and dean, shall occur before the end of the spring semester to discuss the formative evaluation.
- e. None of the department chair evaluation documents nor any of the conclusions drawn from the above process impact the evaluation of the department chair as a faculty member.
- f. All written material relating to the evaluations will be retained by the district for the purpose of documenting performance as department chair .

J.

Department List

<u>Department</u>	<u>Discipline(s)</u>
<u>Agriculture & Natural resources</u>	<u>AGNR</u>
<u>Art/Photo/Commercial Art</u>	<u>ANIM</u> <u>ART</u> <u>CART</u> <u>PHOT</u>
<u>Athletics</u>	<u>ATHL</u>
<u>Automotive</u>	<u>AUTO</u>
<u>Aviation</u>	<u>AVA</u>
<u>Biology</u>	<u>BIOL</u>
<u>Business and Law</u>	<u>BADM</u> <u>BET</u>

	<u>BRE</u> <u>ECON</u> <u>ENTR</u> <u>PAL</u> <u>PADM</u>
<u>Child Development and Education</u>	<u>CHDV</u> <u>EDUC</u>
<u>Communication Studies</u>	<u>CMST</u> <u>JOUR</u>
<u>Construction Technology</u>	<u>CT</u> <u>CTMF</u> <u>CTMT</u> <u>CTPW</u>
<u>Computer Information Systems</u>	<u>CIS</u>
<u>Criminal Justice</u>	<u>CJ</u>
<u>Emergency Services</u>	<u>EMS</u>
<u>Engineering Department</u>	<u>ARCH</u> <u>ELCT</u> <u>ENGD</u> <u>PHYS</u>
<u>English</u>	<u>ENGL</u>
<u>English as a Second Language</u>	<u>ESL</u> <u>AENG</u>
<u>Fire Technology</u>	<u>FIRE</u>
<u>Guidance</u>	<u>DVST</u> <u>GUID</u>
<u>Humanities</u>	<u>ANTH</u> <u>GEOG</u> <u>HIST</u> <u>PHIL</u> <u>RLST</u>
<u>Mathematics</u>	<u>MATH</u>
<u>Music and Theater Arts</u>	<u>AMUS</u> <u>MUSC</u> <u>TA</u>
<u>Nursing/Allied Health</u>	<u>ALDH</u> <u>NURS</u>
<u>PE/Kinesiology</u>	<u>APE</u> <u>KIN</u> <u>KIND</u> <u>HLTH</u>
<u>Physical Sciences</u>	<u>ASTR</u> <u>CHEM</u> <u>GEOG</u> <u>GEOL</u> <u>OCEA</u> <u>PSCI</u>
<u>Psychology</u>	<u>PSYC</u>
<u>Respiratory Therapy</u>	<u>RSPT</u> <u>BSRT</u>

<u>Restaurant Management (Culinary Arts)</u>	<u>RMGT</u>
<u>Social Sciences</u>	<u>ETH</u> <u>GLST</u> <u>POLS</u> <u>SOC</u>
<u>Welding</u>	<u>WELD</u>
<u>World Languages</u>	<u>ASL</u> <u>FREN</u> <u>SPAN</u>
<u>Work Experience</u>	<u>WEE</u>
<u>Library/Learning Resources</u>	<u>LIBR</u>

<u>Department</u>	<u>Discipline(s)</u>
<u>Administration of Justice</u>	<u>AJ</u>
<u>Agriculture & Natural resources</u>	<u>AGNR</u>
<u>Anthropology</u>	<u>ANTH</u>
<u>Art/Photo/Commercial Art</u>	<u>ART</u> <u>CART</u> <u>PHOT</u>
<u>Automotive</u>	<u>AUTO</u>
<u>Aviation</u>	<u>AVA</u>
<u>Biology</u>	<u>BIOL</u>
<u>Basic Skills</u>	<u>BSKL</u>
<u>Business</u>	<u>BADM</u> <u>BRE</u> <u>ECON</u>
<u>Business Education Technology</u>	<u>BET</u>
<u>Child Development</u>	<u>CHDV</u>
<u>Communication Studies</u>	<u>CMST</u> <u>JOUR</u>
<u>Construction Technology</u>	<u>CT</u> <u>CTMF</u> <u>CTMT</u> <u>CTPW</u>
<u>Cooperative Education</u>	<u>COOP</u>
<u>Computer Information Systems</u>	<u>CIS</u>
<u>Emergency Services</u>	<u>EMS</u>
<u>Engineering Department</u>	<u>ANIM</u> <u>ARCH</u> <u>ASTR</u> <u>ELCT</u> <u>ENGD</u> <u>PHYS</u>
<u>English</u>	<u>ENGL</u>
<u>English as a Second Language</u>	<u>ESL</u> <u>AENG</u> <u>ACOM</u>
<u>Fire Technology</u>	<u>FIRE</u>

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<u>Foreign Language</u>	<u>ASL</u> <u>FREN</u> <u>SPAN</u>
<u>Geography</u>	<u>GEOG</u>
<u>Guidance</u>	<u>GUID</u> <u>DVST</u>
<u>History</u>	<u>HIST</u>
<u>Mathematics</u>	<u>MATH</u>
<u>Music</u>	<u>AMUS</u> <u>MUSC</u>
<u>Nursing/Allied Health</u>	<u>ALDH</u> <u>NURS</u>
<u>PE/Kinesiology</u>	<u>ADPE</u> <u>APE</u> <u>KIN</u> <u>KIND</u> <u>HLTH</u>
<u>Philosophy/Religious Studies</u>	<u>PHIL</u> <u>RLST</u>
<u>Physical Sciences</u>	<u>CHEM</u> <u>GEOL</u> <u>OCEA</u> <u>PSCI</u>
<u>Political Science/Paralegal</u>	<u>PAL</u> <u>POLS</u>
<u>Psychology</u>	<u>PSYC</u>
<u>Respiratory Therapy</u>	<u>RSPT</u>
<u>Restaurant Management (Culinary Arts)</u>	<u>RMGT</u>
<u>Sociology</u>	<u>SOC</u>
<u>Theater Arts</u>	<u>TA</u>
<u>Welding</u>	<u>WELD</u>
<u>Library/Learning Resources & Education and Education Technology</u>	<u>LIBR</u> <u>EDUC/ETEC</u>

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Victor Valley Community College District

Victor Valley College Faculty Association

