

ARTICLE 21: DEPARTMENTS
Victor Valley College Faculty Association
To the
Victor Valley Community College District
5/1/2025

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. This position shall be a full-time faculty member, tenured when feasible. In the case of one-person departments, the unit member shall serve as department chair on a continual basis. If the unit member declines the chair position, then the provisions in Article 21.C.3 shall apply.
2. The current department chair shall send out an announcement no

46 later than March 15 that the position is up for election, and shall
47 solicit nominations from interested full-time members of the
48 department. The area dean and Association president shall be
49 included in this announcement. All correspondence regarding
50 nominations for the position shall include the area dean and
51 Association president, and the current department chair shall
52 respond, in writing, to all nominees. By the last working day in
53 March, at 5 p.m., if there no interest from full-time faculty in the
54 department, the current department chair can continue to serve if
55 desired. If not, the provisions outlined in this article shall apply
56 for a new department chair.
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- 58 3. If the department chair position is vacated prior to the end of their
59 term, an election for an interim department chair shall be held
60 within 30 days (within the 175-day academic calendar) of the
61 announcement of the vacancy, following all of the procedural
62 steps below for election. The interim department chair shall serve
63 the remainder of the term of office of the department chair
64 replaced, and the interim chair is eligible for their own two
65 consecutive terms if elected.
- 66 4. A full-time, faculty member will vote only in the department
67 where the majority of their regular contract load resides. When a
68 full-time faculty assignment is 50/50, the full-time faculty
69 member will select in which department they will vote. Full- time
70 faculty members teaching on an hourly or overload basis in
71 another department will not be voting members.
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- 73 5. All full-time faculty members (including temporary full-time
74 faculty) assigned to a department shall have the right to vote. The
75 method of voting shall be determined by a consensus of the
76 members in the department. The department shall keep a record
77 of the method of voting and the election results for two years (until
78 the next election). The Chief Instructional Officer's office shall
79 be provided a copy of the results.
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- 81 6. In the event that there is no consensus regarding a voting method,
82 voting shall be done via the Association's secure voting system,
83 and following the Association's election process. All ballots shall
84 list the names of the candidates via CTA's alphabetical order
85 found in the elections manual for that year.
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- 87 7. Elections will be held by April 1 (or the first working day in April)
88 and the department chair shall take office on the first day of the
89 Summer session.
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- 91 8. The presiding department chair is considered a voting member.

Ties will be broken by lot.

9. In the event of no interest 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 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.
10. 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.

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

137 and the faculty in the next discipline will be given the opportunity
138 to serve.

- 139 3. In the event there is no interest from any discipline in the
140 department, resulting in no chair being elected, the department
141 will be given 10 days to resolve the situation, i.e., elect a chair.
142 Failure for the department to elect a chair will result in the area
143 dean temporarily taking over the department chair duties unless a
144 temporary chair is elected. In the following semester, the
145 department shall reconvene and repeat the nomination and
146 election process outlined in Article 21.B above.
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- 148 4. If the department chair position is vacated prior to the end of the
149 term, an election for an interim department chair shall be held
150 within 30 days (within the 175-day academic calendar) of the
151 announcement of the vacancy, following all of the procedural
152 steps outlined in 21.C.2 above for election. The interim department
153 chair shall serve the remainder of the term of office of the
154 department chair replaced, and the interim chair is eligible for
155 their own two consecutive terms if elected.
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- 157 5. A full-time faculty member will vote only in the discipline where
158 the majority of their regular contract load resides. When a full-
159 time faculty assignment is 50/50, the full-time faculty member
160 will select in which discipline they will vote. Full- time faculty
161 members teaching on an hourly or overload basis in another
162 department will not be voting members.

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

167 168 D. Resignation or Removal of a Department Chair

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- 170 1. The department chair may resign at any time. Their written
171 resignation shall be submitted to the immediate supervisor no less
172 than fifteen (15) working days prior

173 to the effective date of resignation, whenever practical.
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175 2. Any time after having served one (1) full semester as department
176 chair, 50% of the voting faculty members of the department or
177 program may petition for a new election.
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179 3. The new election petition shall be presented to the Association
180 president and the immediate supervisor of the department chair,
181 who will jointly conduct a new election within ten (10) working
182 days of receipt of the petition.
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184 4. The Superintendent/President may remove a department chair
185 from their assignment as chair for one of the following reasons:
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187 a. Any of the formal causes for discipline specified in Education
188 Code Section 87732 or 87735, provided the chair has been
189 given written notice of the reason supporting the removal and
190 an opportunity to respond.
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192 b. Unsatisfactory service as department chair as reflected in two
193 evaluations of the chair's performance within two consecutive
194 department chair election cycle terms of service conducted
195 pursuant to Article 21.I. The Association has the right to
196 review all Department Chair evaluations with consent of the
197 affected employee.
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199 c. A majority vote of the faculty in the department who
200 completed the evaluation in that capacity conducted pursuant
201 to Article 21.I.
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203 d. If a department chair is removed any time outside of the
204 contractual department chair election cycle they will be given
205 an assignment if needed to complete their load. In such
206 circumstances, a temporary chair shall be elected by the
207 department in line with the process in Article 21. B-C upon
208 removal of the current department chair by the
209 Superintendent/President. The temporary chair may be
210 elected as permanent chair as applicable as per Article 21.B-
211 C.
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213 E. Absence of the Department Chair

214 1. If the department chair or program director is expected to be
215 absent for more than fifteen (15) consecutive working days, but
216 less than one (1) semester due to illness, leave of absence, or any
217 other reason, a temporary department chair shall be elected to

replace the department chair until the originally elected department chair can resume their duties using the election procedures in Article 21.B or C.

2. If the department chair is expected to be absent for more than one (1) semester due to illness, 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.
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.
5. 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.

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

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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

374 evaluation into discussions at regular department meetings as
375 described in Article 21.H.2 and shall take appropriate actions
376 to improve curricula and programs based on those discussions.
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378 d. The chair may supply part-time faculty with discipline SLO
379 and, when applicable, PLO information and forms, or refer
380 part-time faculty to the dean for these items.

- 381 e. In multi-discipline departments (more than one TOP Code),
382 the chair is only responsible for duties outlined in Article
383 21.I.3.c and d. in the discipline in which they have the
384 majority of their teaching load.
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386 4. Scheduling
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- 388 a. The department chairperson shall after consulting with full
389 time faculty in their area, recommend to the dean course
390 offerings to include times, days, room location, method of
391 instruction, and staffing needs that fulfill program and student
392 learning needs while meeting state regulations and
393 appropriate accreditation guidelines that have been forwarded
394 to them.
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396 b. The scheduling process as described in Article 12 shall apply
397 to all full-time faculty, including the department chair.
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399 c. The department chairperson may be a resource for their
400 supervisor in the recruitment of part-time faculty.
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402 d. The department chairperson shall consult with the dean or
403 appropriate manager, as well as the faculty in the discipline
404 affected, regarding adding or canceling classes after the class
405 schedule is published and before census.
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407 e. The department chairperson may assist the dean or
408 appropriate manager in notifying instructors of course
409 cancellations.
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411 5. Planning and Accreditation
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- 413 a. The department chair shall provide leadership and consult
414 with discipline and/or program faculty when writing program
415 review and master planning documents. The department chair
416 will be responsible for writing program review and master
417 planning documents.

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

- 422 b. Any unit member in the department (including unit members
423 teaching in multiple departments) can assist and contribute to
424 writing the department's program review (Article 12). All

425 full-time faculty in the department will be provided a copy of
426 the program review, and must be allowed to have the
427 opportunity to approve the Program Review before it can be
428 submitted. Unit members will have one calendar week to
429 comment, request changes, and/or approve their department's
430 final submission. If the simple majority of the department
431 rejects the final version of the program review, the department
432 chair, in consultation with the dean, shall schedule a meeting
433 to discuss revisions, inclusions and deletions unit members
434 request. The final version of

the department's program review/annual update will be emailed to all department members before it is formally submitted.

6. Budget

The department chair shall develop and recommend to the appropriate administrator the department or program budget and initiate and recommend the purchase of equipment or materials in accordance with Program Review guidelines and AP 6200.

7. Responsibility to Students

The department chair shall attempt to mediate and resolve student-faculty complaints in line with the college's published student complaint process , except those involving sexual harassment or discrimination which shall be referred immediately to the Office of Human Resources.

- a. The department chair shall provide advisory services to students regarding departmental offerings, the major and the minor, comparable courses in senior institutions, and other professional matters for which they are professionally trained and responsible.

8. Department Representation: The department chair shall attend appropriate meetings, e.g. department chair meetings, as per 21.H.2. If the chair is unable to attend any campus wide chair meetings, they may send a designee from their department.

- a. As applicable, the department chair shall complete appropriate department forms, e.g. equipment purchases and forward them to the immediate supervisor.
- b. The department chair shall communicate any facilities or equipment needs to the immediate supervisor.

9. Department chairs shall observe a strict code of professional ethics in their relationship with all Victor Valley College personnel.

10. Staffing

- a. The department chair, and/or the discipline faculty by request, shall participate in the recruitment and recommendation for hire of full-time and part-time faculty.

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- b. The department chair shall provide assistance, mentoring, and department orientation to new full-time and part-time faculty members, once official notification is provided to the department chair, including college email address. Any mentoring and department orientation duties are included in the reassigned time per department chair; no additional hours are required.

- 486 c. The department chair, or their designee may attend the part-
487 time faculty orientation meetings when they are held within
488 the 175-day academic calendar, or when they are part of
489 chosen extra duty days. Part-time faculty orientation Fall and
490 Spring meeting days and times shall be sent to department
491 chairs by June 1 each year so department chairs can plan extra
492 duty days accordingly.
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- 494 d. The department chair may assist in the evaluation of part- time
495 and full-time faculty if requested by the faculty member or
496 area administrator.
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- 498 e. When a department chair assists in the evaluation of part-time
499 faculty in their department (observations only), the full-time
500 faculty member will be fully protected by the district under
501 California Government Codes Section 815-818.9 and 825-
502 825.6. Faculty shall be compensated at their current hourly
503 rate, not to exceed two (2) hours per evaluation, for each part-
504 time faculty evaluation completed in a semester, including
505 evaluations of online, hybrid, correspondence, hy-flex and
506 CCAP. All part-time faculty evaluations must be completed
507 outside of the department chair's classes and other contractual
508 commitments.
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- 510 f. If the department chair cannot participate in part-time faculty
511 evaluations, then unit members in the department may assist
512 in the evaluation of part-time faculty, compensated at their
513 current hourly rate, not to exceed two (2) hours per evaluation,
514 including evaluations of online, hybrid, correspondence, hy-
515 flex and CCAP, for each part-time faculty evaluation
516 completed. Any part-time faculty evaluations must be
517 completed outside of the unit member's classes and other
518 contractual commitments. The full-time faculty member will
519 be fully protected by the district under California Government
520 Codes Section 815-818.9 and 825-825.6.
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522 11. The department chair shall maintain accurate and appropriate
523 records for the department and/or program, e.g., records reported
524 to the state or accrediting agency, unless those duties are under
525 administrative purview, or are part of the assigned duties of the
526 faculty program director.

527 I. Formative Evaluation of Department Chairs

528 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.I.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.I.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

Department	Discipline(s)
Administration Criminal Justice	AJ CJ
Agriculture & Natural resources	AGNR
Anthropology	ANTH
Art/Photo/Commercial Art	ART CART PHOT
Automotive	AUTO
Aviation	AVA
Biology	BIOL
Basic Skills	BSKL
Business	BADM BRE

	ECON
Business Education Technology	BET
Child Development	CHDV
Communication Studies	CMST JOUR
Construction Technology	CT CTMF CTMT CTPW
Cooperative Education Work Exp	COOP
Computer Information Systems	CIS
Emergency Services	EMS

Engineering Department	ANIM ARCH ASTR ELCT ENGD PHYS
English	ENGL
English as a Second Language	ESL AENG ACOM
Fire Technology	FIRE
Foreign World Languages	ASL FREN SPAN
Geography	GEOG
Guidance	GUID DVST
History	HIST
Mathematics	MATH
Music	AMUS MUSC
Nursing/Allied Health	ALDH NURS
PE/Kinesiology	ADPE APE KIN KIND HLTH
Philosophy/Religious Studies	PHIL RLST
Physical Sciences	CHEM GEOL OCEA PSCI

Political Science/Paralegal	PAL POLS
Psychology	PSYC
Respiratory Therapy	RSPT
Restaurant Management (Culinary Arts)	RMGT
Sociology	SOC
Theater Arts	TA
Welding	WELD
Library/Learning Resources & Education and Education Technology	LIBR EDUC/ETEC

~~Beginning Summer 2024, the Departments shall be as follows:~~

Department	Discipline(s)
Agriculture & Natural resources	AGNR
Art/Photo/Commercial Art	ANIM ART CART PHOT
Athletics	ATHL
Automotive	AUTO
Aviation	AVA
Biology	BIOL
Business and Law	BADM BET BRE ECON ENTR PAL PADM
Child Development and Education	CHDV EDUC
Communication Studies	CMST JOUR
Construction Technology	CT CTMF CTMT CTPW
Computer Information Systems	CIS
Criminal Justice	CJ
Emergency Services	EMS
Engineering Department	ARCH ELCT ENGD PHYS

English	ENGL
English as a Second Language	ESL AENG
Fire Technology	FIRE
Guidance	DVST GUID
Humanities	ANTH GEOG HIST PHIL RLST
Mathematics	MATH
Music and Theater Arts	AMUS MUSC TA
Nursing/Allied Health	ALDH NURS
PE/Kinesiology	APE KIN KIND HLTH
Physical Sciences	ASTR CHEM GEOL OCEA PSCI
Psychology	PSYC
Respiratory Therapy	RSPT
Restaurant Management (Culinary Arts)	RMGT
Social Sciences	ETH GLST POLS SOC
Welding	WELD
World Languages	ASL FREN SPAN
Work Experience	WEE
Library/Learning Resources	LIBR