



# Department Chair Handbook

Spring 2013

Approved by the Department Chairs Caucus on November 22, 2011  
Edited by the Department Chairs Caucus on April 30, 2013

## Contractual Duties of Department Chairs

The duties of Department Chairs are outlined in Article 17 of the 2011-14 LACCD/AFT contract.

### Overall Duties:

- Represent the department in its relations with the administration, students and other segments of the college community
- Provide leadership in the department
- Perform operational duties as assigned by the administration

### Specific Duties Include:

- Attending to **budget** matters
  - Preparing budgets
  - Monitoring expenditures
  - Initiating requisitions
  - Submitting work orders
- Leading departmental program and **curriculum** matters
  - Preparing class schedules
  - Maintaining course outlines
  - Facilitating the development of new or revised courses and programs
  - Assisting in efforts to articulate courses and programs with other schools and colleges
  - Participating in advisory committee meetings
- Consulting with faculty, experts, college officials and others to coordinate curriculum development or service improvement efforts with the department and with other departments
- Handling **employment** matters
  - Recruiting, selecting, evaluating, monitoring and assigning faculty
  - Recruiting, selecting, evaluating, monitoring and assigning classified employees
  - Recruiting, selecting, evaluating, monitoring and assigning student workers
- Representing the department on college **committees**, task groups or other governance bodies and serving as an intermediary between department and administration
- Being available to **students** who enroll in department courses or use the department services, to facilitate their success, respond to inquiries and concerns, explore suggestions and monitor complaints
- Facilitating strong collegial relationships and teamwork among the department's full and part-time faculty and staff and facilitating adherence to applicable professional standards
- Ensure his or her availability on campus for required meetings, consultations and other activities or events where the chair's presence is important
- Establish annual goals for the department at the beginning of each academic year, in consultation with colleagues and the appropriate Vice President or designee

### College-specific Duties Include:

- Coordinating the assessment of student learning outcomes
- Participating in the program review process

## Budget

Department Chair responsibilities in regards to budget matters include the following:

- Prepare Annual Unit Plans (late Fall semester)
- Oversee departmental budget, including
  - Submit purchase requests \*
  - Work with purchasing to add vendors, if necessary.\* The College can only purchase items from approved vendors.
  - Submit eBTAs \*
  - Request checks \*
  - Collaborate with Department faculty and staff to assess need for supplies, instructional materials, equipment, and other necessary items
  - Monitor expenditures, which could include [viewing status of budgets at BW](#), reviewing quarterly reports from the LACC Foundation (if account is in the Foundation), requesting reports from the Business Office (if account is in the Business Office)

\* Forms are available at <http://www.lacitycollege.edu/public/Forms/main.html>



## Program and Curriculum

Department Chair responsibilities in regards to program and curriculum matters include the following:

### Curriculum

- Work with department in identifying new courses, certificates, and degrees
- Oversee the preparation of curriculum committee documents and proposals to the curriculum committee
- Request the validation of pre- and co-requisites as needed
- Supervise the updating of course outlines
- Work with the articulation officer in submitting courses to the CSU and UC systems for articulation. (Visiting [ASSIST](#) may be helpful in reviewing existing articulation with all schools)
- Supervise the proofreading of the college catalog
- Coordinate with faculty, appropriate experts, college officials and others to coordinate curriculum development

### Scheduling

- Prepare schedules for each academic term
- [Submit ESCs](#) to build the schedule, add, change and cancel classes
- Review schedule of classes for accuracy prior to printing
- Coordinate [Scholars](#) and [Outreach](#) program offerings
- Request and coordinate SI Mentors, if available

### Program Review

- Prepare Department Annual Unit Plans (late Fall semester)
- Oversee completion of all modules towards the Program Review
- Prepare department goals annually and report on the department's progress towards the goals (early Fall semester)

### Educational Planning

- Prepare justifications to hire new full-time faculty

### Student Learning Outcomes (SLOs)

- Provide leadership in development of course, certificate and program SLOs
- Oversee faculty assessment of course, certificate and program level SLOs (see Contract, Appendix Q, A7):
  - Oversee assessment of SLOs for all courses:
    - Identify SLOs in the course outline
    - Create expanded SLO rubric \*
    - Assess courses and submit data \*
  - Oversee assessment of SLOs for all programs, if applicable:
    - Program level outcomes \*
    - Program level mapping \*
    - Assess programs and submit data

- Oversee assessment of SLOs for all vocational certificates, if applicable:
  - Certificate outcomes
  - Certificate mapping
  - Assess certificates and submit data
- Improvement as a result of SLO assessment

#### Facilities

- Supervise the submission of IT and Facilities work requests
  - The [IT Work Request System](#) is for reporting problems with computers, peripherals, software and telephones
  - The [Physical Plant Work Request System](#) is for reporting building and grounds maintenance problems.
- Arrange for supervision of computer laboratories, if applicable

#### CTE Vocational Programs

- Take leadership in recruiting members for the departmental CTE Advisory Board and host at least one meeting each year

\* SLO [Forms](#) are available online.



## Employment

Department Chair responsibilities in regards to employment matters include the following:

#### Recruit, select, evaluate, monitor and assign faculty

- Submit requests for new or replacement academic and classified positions \*
- Conduct searches for adjunct instructors
- Ensure that new adjunct instructors meet minimum qualifications
- Work with IDWG Dean to organize and schedule hiring committees
- [Input PCRs](#)
- Monitor the faculty seniority list for accuracy (for fall and spring hourly assignments) and create and monitor faculty intersession priority lists (for winter and summer hourly assignments)
- Evaluate adjunct, probationary and full-time faculty per the contract
- Orient new adjunct and probationary faculty to department facilities and policies
- Submit textbook orders to the Bookstore
- Advise instructors about how to handle discipline problems and other matters
- Collect, review and file course syllabi from each instructor
- Remind faculty to include [SLOs](#) and accommodations information on syllabus
- Order keys, faculty computer, phone, voice mailbox, and mailbox in Mail Room \*
- Sign conference attendance forms, when appropriate \*
- Assign substitute instructors in consultation with the IDWG Dean, when appropriate
- Sign absence certification forms \*

#### Recruit, select, evaluate, monitor and assign classified employees

- Supervise classified staff assigned to department

#### Evaluate classified employees \*Recruit, select, evaluate, monitor and assign student workers

- Supervise student workers assigned to department
- Submit hourly time sheets \*
- Work with Financial Aid and other services to recruit student workers

\* Forms are available at <http://www.lacitycollege.edu/public/Forms/main.html>

### NEW FACULTY CHECKLIST

New Employee Forms

Faculty Handbook

Orientation

[District Website](#)

[Academic Senate](#)

[New Faculty Academy](#)

[District Website](#) and [AFT](#)

[Website](#)

AFT Contract and Salary Information

Health and Benefits Information

Office

Personnel Office

IDWG Dean

Phone	<a href="#">IT Department</a>
Voice-mail	<a href="#">IT Department</a>
E-mail Account	<a href="#">IT Department</a>
Computer, monitor, printer	<a href="#">IT Department</a>
Network Connection	<a href="#">IT Department</a>
Passwords	<a href="#">IT Department</a>
LACCD Instructor Login/DEC	<a href="#">IT Department</a>
Office and Classroom Keys	Locksmith
Parking Pass	<a href="#">IT Department</a>
Mailbox	<a href="#">IT Department</a>
Phone Directory	<a href="#">IT Department</a>
Request for Mentor	IDWG Dean
Add copy money to Cub Card	<a href="#">Copy Center</a>
PCR	IDWG Dean
Photo and Biographical Info for Department Web Site	Department Webmaster



## Committees

Department Chair responsibilities in regards to committees include the following:

- Attend all required meetings:

[Campus Committees](#)  
(**Bold**=Department Chair should attend)

Committee/Subcommittee	Meeting Day, Time
Academic Accommodations	1 <sup>st</sup> Friday of each month, 9:00-10:00am
<b>Academic Senate</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month, 12:30-2:30pm
Academic Senate Executive Committee	4 <sup>th</sup> Thursday of the month, 12:30-2:00
Academic Senate Academic Rank	2 <sup>nd</sup> Thursday of each month, 1:30-3:30pm
Academic Senate Fellowship	3 <sup>rd</sup> Thursday of each month, after Senate
AFT	2 <sup>nd</sup> Thursday of each month, 1:00-3:00pm
A-Team	Every other Thursday at 9:00am
Bond Advisory	2 <sup>nd</sup> Monday of each month, 12:15pm
<b>Chairs Caucus</b>	4 <sup>th</sup> Tuesday of each month, 12:30-2:00pm
<b>Chairs Council</b>	1 <sup>st</sup> Tuesday of each month, 12:30-1:45pm
<b>CTE Chairs</b>	2 <sup>nd</sup> Tuesday of each month, 12:30pm
Curriculum	3 <sup>rd</sup> Tuesday of each month, 12:30-2:00pm
Enrollment Management	First and third Thursday of each month, 3:30pm
EPC	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month, 12:30-2:00pm
EPC Distance Ed	2 <sup>nd</sup> Wednesday of each month, 1-2:30 pm
EPC Master Plan	As needed
EPC Satellite	As needed
<b>IDWG #1</b>	1 <sup>st</sup> Tuesday of each month, after Chairs Council
Matriculation	4 <sup>th</sup> Tuesday of each month, 2:00pm
Shared Governance (SGC)	1 <sup>st</sup> Monday of each month, 1:00pm
Shared Governance (SGC) Budget	3 <sup>rd</sup> Monday of each month, 2:00pm
Shared Governance (SGC) Planning	3 <sup>rd</sup> Monday of each month, 12:30-2:00pm
Shared Governance (SGC) Program Review Subcommittee	2 <sup>nd</sup> Wednesday of each month, 12:30-2:00pm

Staff and Organizational Development	2 <sup>nd</sup> Thursday of each month from 12:30-1:30pm
Student Learning Outcomes: Department SLO and Assessment Representatives	3 <sup>rd</sup> Tuesday of each month, before and after Curriculum, 11:00-12:30 and 2:30-3:30pm
Student Learning Outcomes and Assessment Steering Committee	Once each term (Fall, Winter, Spring, and Summer), date and time TBA
Student Services Council	2 <sup>nd</sup> Tuesday of every month, 2:00-3:30pm
Student Success	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays, from 12 noon to 1:30pm,
Technology Steering	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of each month, 12:00-1:00pm
Work Environment	4 <sup>th</sup> Thursday of each month, 12:30-1:30pm

- Make an effort to keep schedules clear on Tuesdays and Thursdays from 12:30-2:00pm for required campus meetings
- Schedule and plan agendas for regular department meetings
- Oversee representation on District discipline committees



### Student Success

Department Chair responsibilities in regards to student success matters include the following:

- Meet with current students to facilitate their success. (Visiting [ASSIST](#) may be helpful in providing transfer requirements for specific 4-year schools.)
- Handle student inquiries in person, through email or by phone
- Handle student complaints
- Advise faculty on student conduct issues
- If necessary, accompany instructor to student discipline meetings
- Inform students about Departmental scholarship/award opportunities, if appropriate
- Inform students about Departmental activities that encourage student success, if appropriate



### Department Chair Evaluations

The process for Department Chair evaluation is outlined in Article 19K-M of the 2011-14 LACCD/AFT contract.

- Evaluations occur at end of first year and at least once every other academic year thereafter



### Department Chair Elections

The process for Department Chair elections is outlined in Article 17B of the 2011-14 LACCD/AFT contract.

- The Department Chair is elected by peers within the department.

