

PALO ALTO COLLEGE COLLEGE PROCEDURE

Procedure Number:	I 20.0
Procedure Title:	Department Chairperson
Position Relevant Board Policies:	D.2.3 Qualifications D.2.5 Hiring Authority, Status, Assignments and Duties
Relevant Board Procedures:	D.2.5.1 Hiring Authority, Status, Assignments & Duties D.2.3.2 Faculty and Department Chair Positions
Relevant SACSCOC Policy	10.4 (Academic governance)
Originating Unit:	Deans of Academic Success
Maintenance Unit:	Vice President of Academic Success

I. Purpose: This procedure, closely aligned with Alamo Colleges [Procedure D.2.3.2](#) and Palo Alto College Faculty Hiring Procedure I 15.0, outlines the selection process, job summary, and details for department chairpersons.

II. Procedures Statement:

1. Selection Process:

- A. The Dean, in consultation with the Vice President of Academic Success and departmental faculty, will set departmental priorities and criteria for a chair candidate search through Alamo Talent.
- B. The Dean of Academic Success selects two current department chairs and a minimum of five departmental faculty/staff to serve on the screening committee. Appointments to screening committees should be made that consider the appropriate ethnic and gender representation for the committee. When necessary and to ensure proper representation of these groups or other constituencies, the Dean of Academic Success may appoint committee members from outside the hiring unit.
- C. The Dean of Academic Success forwards the proposed members of the screening committee to the Vice President of Academic Success for approval.
- D. The screening committee follows the same process as detailed in PAC Procedure I 15.0 Faculty Hiring Procedure. The President makes the final hiring decision. If the President does not find any of the finalists acceptable for hire, the President will either request that the screening committee chair, Dean of Academic Success, and VPAS submit further names, or ask that the hiring process be started again.

2. Job Summary and Details:

The department chair will support the institution's vision for student success and performance excellence through leadership of their assigned department at the college. Chairs ensure that the department functions efficiently, effectively, and in accordance with college and district procedures/policies, and other accreditation and certification guidelines.

Department chairs will possess the academic credentials necessary for faculty status and have experience in college teaching, instructional administration, program planning and development, with a record of increasingly broad responsibilities. These individuals will demonstrate the ability and willingness to serve in a leadership capacity. Their primary responsibility is to ensure the attainment of educational and student support goals as these pertain to the specific department. They are responsible to a dean and, as faculty advocates, serve as an essential link between faculty and administration.

- A. The appointment to the position of chair and duration of service is determined by the college president.
- B. Candidates hired from outside the Alamo College will possess all qualifications required for the positions and should possess the academic experience necessary to lead pedagogy review and improvement, and evaluate the performance of faculty.
- C. There is no guarantee of employment in any role or conversion to faculty if a chair hired from outside the organization does not continue in the role of department chair. In this circumstance, the individual may apply and be considered for any posted faculty or non-faculty positions.
- D. Chairs report to a Dean of Academic Success.
- E. A department chair is classified as either faculty department chair or administrative department chair. Faculty department chairs are further classified according to the ranks of Instructor, Assistant Professor, Associate Professor, or Professor. The administrative department chair is placed at a grade S20. Faculty department chairs are paid, at minimum, at the S20 grade.
- F. Rank and tenure will remain in place for college faculty filling the chair position (during and after serving as faculty department chair). Promotion in rank may be pursued while serving as faculty department chair.
- G. Annual evaluations: Chairs will be evaluated in a manner consistent with district procedures D.7.1.1 and D.7.1.2.

- H. Contract Renewal: Chair positions will be reviewed by the president on a 3-year cycle but may be reviewed more frequently if the needs of the college require additional review.
- I. Chair Training: Chairs will participate in job specific professional development training and activities as identified and funded by the college or district administration.
- J. Teaching Opportunities: Chairs may teach up to two courses (no more than eight workload units) during the fall and spring terms. Chairs may teach up to one course in the summer. As a rule, chair teaching assignments must be outside the normal operating hours or fully online. Teaching assignments inside the normal operating window of 8:00am-5:00pm must be approved by the Dean of Academic Success and then only in exceptional circumstances.

K. Benefits:

- a. Vacation Benefits: Vacation time will accrue in a manner equivalent to administrative positions at the rate of 7 hours per pay period; 21 days will be earned per year.
- b. Other Leave Benefits: As with administrators, 12-month faculty/administrative chairs will also accrue two (2) personal days per year; holidays including 10 days for winter break and 5 days for spring break. Sick leave accrues at the rate of 4.33 hours per pay-period for all 12 months of the contract, which equals 13 days per year.
- c. The accrued and unused vacation hours of faculty department chairs who return to a faculty position will be paid out as long as there has been no break in service.

L. Reassignment from Chair Position

- a. The Dean of Academic Success may recommend to the Vice President of Academic Success reassignment of the chairperson duties for reasons such as gross neglect of duty, unprofessional conduct, or repeated unsatisfactory annual performance evaluations.
- b. A chairperson may not be removed from their position because of a dispute involving academic standards or academic freedom (see Board policy D.3.5 Academic Freedom and Responsibilities) within the department.
- c. Faculty Chairs: Will be able to return to full-time faculty status once separated from the chair role.
- d. Administrative Chairs: There is no guarantee of employment once separated from the chair role.

Date Created: December 9, 2010

Date Updated/Approved: February 23, 2021

Approved:

(signed: Beth Tanner)
Vice President of Academic Success

(signed: Dr. Robert Garza)
President