

Glendale Community College District

7255

Administrative Regulation

Division Chairs, Duties and Election Procedures, Instructional Division

A. Duties

1. Organize and supervise all division personnel and programs. Be familiar with, interpret and follow the college procedures embodied in Board Policies, GCC Administrative Regulations, Division Chair Handbook, Curriculum Handbook and the CSEA and Guild labor contracts.
2. Oversee the selection and evaluation of certificated and classified division personnel, including both full-time and part-time faculty in coordination with Human Resources and the Office of Instructional Services.
3. Recommend the hiring of part-time classified employees as needed by the division to the Instructional Administration and Human Resources.
4. Schedule division classes, make teaching assignments and track instructional loads for all full-time and part-time instructors and oversee absence records for all division personnel, under the direction of the Instructional Administration.
5. Oversee the preparation and revision of division course outlines for recommendation through the Vice President, Instructional Services.
6. Make recommendations to the Curriculum and Instruction Committee for new courses and programs and elimination or modification of out-dated curricula.
7. Communicate all division book orders and coordinate division activities with the College Bookstore and Library.
8. Oversee the recommendation and approval of textbooks and library materials for the division.
9. Prepare annual budget requests, requests for new permanent positions and instructional equipment. Supervise division expenditures and budget and order division supplies and equipment.
10. Assist in preparation of requests for Federal and State financial grants to augment division programs.
11. Schedule and chair division meetings at least once each academic month, as needed to complete all division tasks including: textbook approval, tenure candidates votes, adoption of division policies, new course approval and other division business.
12. Establish and supervise active communication links among all division personnel through written, telephone, email and direct methods.
13. Represent the division at Academic Affairs and Division Chairs meetings and other governance committees and task forces.

14. Report to the appropriate Dean of Instructional Services for supervision and serves as an integral part of the management team in the Instructional Services Division.
15. Provide campus leadership to promote excellence in our academic programs and uphold professional standards of the teaching profession.
16. Hear student grievances and coordinate the initial steps in the student grievance procedure as necessary and facilitate the Judicial Board process when appropriate. Mediate disputes among division faculty, staff and students as necessary.
17. Perform additional responsibilities as assigned by the Vice President, Instructional Services.

B. Appointment

1. The practice of electing chairs from the faculty ranks to administer the business of the college's instructional divisions has proved to be organizationally efficient and a critical element of the college's shared governance system. Accordingly, every academic division is eligible to select a nominee for chair of their division through democratic election. Once elected the division nominee is recommended for appointment to the Superintendent/President, who sends the nominee forward for approval by the Board of Trustees.
2.
 - a) In the extreme case, where the Superintendent/President does not find the division nominee acceptable, the Superintendent/President shall meet and confer with the division membership to explain the reasons why the nominee was not acceptable. Then the Superintendent/President shall ask the division to hold a new election to recommend a second candidate, wherein division members or the Superintendent/President may nominate to the ballot, faculty members from inside or outside the division. If a faculty member from outside the division wins the election, their initial term shall be for one year. At the end of the first year, the Superintendent/President may ask the outside faculty member to continue for at most one more year. Part of the job of the outside faculty chair shall be to mentor the division and individual division members in order to create the conditions in which the division would be in a position to elect an acceptable chair nominee from within the division. At the end of the temporary appointment period, the regular election process will resume.
 - b) In the very extreme case, where the Superintendent/President does not find the second division nominee acceptable, the Superintendent/President shall meet and confer with the division membership to explain the reasons why the nominee was not acceptable, and select a faculty member as temporary chair for the division. The appointed chair may be a faculty member from inside or outside the division.

The initial term for an appointed chair shall be one year. At the end of the first year, the Superintendent/President may ask the appointed chair to continue for at most one more year. Part of the job of the appointed chair shall be to mentor the division and individual division members in order to create the conditions in which the division would be in a position to elect an acceptable chair nominee from within the division. At the end of the temporary appointment period, the regular election process will resume.

C. Term

The term of office is five years. At the end of the first two years of the term, the members of the division shall hold a confirmation vote to recommend whether or not the chair shall continue in that position. If the division vote in the affirmative, the chair serves the remainder of the five-year term. If the chair is not recommended for continuation, his or her term of office ends at the end of that fiscal year, and an election is held at the next division meeting to elect a new nominee for chair to take office on July 1st.

1. All permanent faculty (tenured and tenure track) are eligible to vote in the confirmation vote.
2. Confirmation votes will be by secret ballots jointly supervised by the VP of Instruction and the President of the Academic Senate or their designees at the April meeting of the division.
3. To be confirmed, the chairs must receive a majority of votes cast, including absentee and abstention ballots.

A chair may be dismissed by the Superintendent/President of the college at any time. In the extreme case when such an action becomes necessary, the Superintendent/President shall meet and confer with the division membership to explain the reason for the dismissal. If a division chair resigns the position or is removed from office, the Vice President of Instructional Services shall direct the division to hold a new chair election.

D. Eligibility and Election Procedures

1. Faculty members are eligible to vote for chair or run for chair in only one division. Their assignment must be equal to 50% or more in the division they vote in and/or run for chair.
2. While all permanent faculty (tenured and tenure track) are eligible to vote in the chair election only tenured faculty members may run for and hold the office of chair. If there are no tenured faculty willing to accept the nomination for division chair the procedure in section B.2. b) of this regulation shall be followed.

3. Eligible members of each division may nominate themselves or other members of the division as candidates for division chair at any time during the spring term of an election year, up to two weeks prior to the election. Nominations should be sent to the Office of the Vice President of Instruction. This office will verify whether the nominee is willing to run for election and inform all eligible voters of the official nominees at least one week prior to the election.
4. Chair elections and confirmation votes will be secret ballots jointly supervised by the VP of Instruction and the President of the Academic Senate or their designees at the April meeting of the division. To begin the election process, the election supervisors will call for additional nominees or for a motion to close nominations. Votes cast for individuals other than the declared candidates will be counted as abstentions.
5. To be sent forward as the division chair nominee, a candidate must receive a majority of votes cast, including absentee and abstention ballots. If no candidate receives votes from a majority of the votes cast, the procedure in Section B. 2. a) of this regulation shall be followed. If three or more candidates run and none receives a majority of votes cast, there will be a run-off election between the two highest vote getters. If the run-off ballot results in a tie a second ballot will be taken immediately. If there is a tie in the second ballot with both candidates receiving 50% of the votes cast, the candidate with the highest seniority with the college is sent forward as the nominee.
6. Any faculty member unable to be present at an election, for any reason, may submit a sealed absentee ballot at least 24 hours prior to the election to the office of the Vice President of Instruction naming their choice for chair.

Adopted: 11/18/1987

Revised: 4/10/1990; 11/14/1995; 6/21/2005; 6/16/2009