

Article 25  
**SPECIAL ASSIGNMENTS**

- 25.1 A special assignment is any mutually agreed upon assignment that requires a faculty employee to perform duties other than those that make up their normal teaching, counseling, library or other faculty assignment as defined in Article 1, Section 1.2. Each faculty employee on special assignment other than a department chair or scheduler, shall receive at least as much reassigned time or compensation or both for the special assignment as they received under past practice of the college at which they are employed provided that the volume or complexity of the activities associated with the special assignment remain substantially the same. Department chairs and schedulers shall receive reassigned time or additional pay in accordance with Appendix Z.
- 25.2 The Board shall provide a faculty employee with sufficient reduction in normal duties to perform any special assignment. The amount of reassigned time given to any faculty employee performing a special assignment other than a department chair or scheduler, shall be determined by mutual agreement between the faculty employee and an appropriate dean or administrator.

**Compensation**

- 25.5 Division or Department Chairs and Schedulers: Each faculty employee who is designated as a division or department chair or scheduler shall receive either reassigned time or additional compensation as indicated on Appendix Z.
- 25.5.1 Under the supervision of the Dean, a department or division scheduler assists with scheduling for all academic terms, including summer session. The division Scheduler will coordinate the schedule request and preference process, create a draft schedule based on the requests and preferences, and revise the draft schedule in consultation with the Dean. The division Dean is responsible for and provides final approval of the schedule.
- 25.5.2 The Dean and Chair shall clarify expected duties at the start of each academic year. Expected duties include, but are not limited to the following: advocating for departmental interests, scheduling and chairing department meetings, submitting program review after collaboration with faculty in the department, collaborating with dean regarding budget and resource requests, coordinating and/or performing part-time evaluations, hiring in consultation with the dean, and onboarding part-time faculty, responding to student inquiries regarding classes and requirements, and coordinating SLO and Curriculum updates.
- 25.5.3 As listed on Appendix Z, one person may perform the duties of both the Chair and Scheduler.
- 25.5.4 A CTE department Chair has additional duties that may include the following: student outreach, dual enrollment coordination, outreach and consultation with potential employers, labor market research, scheduling and coordination of advisory boards, and applying for CTE specific funding.

## **Selection of Department Chairs and Schedulers**

25.5.5 At least once every three years in the Spring quarter, the Dean shall notify the department or division of an opportunity to be Chair and/or Scheduler. All interested faculty can submit a letter of interest to the Dean. In addition, the department may submit a recommendation to the Dean. The Dean will meet with interested faculty and shall give first consideration to the department recommendation. If the Dean selects someone other than the departmental recommendation, the Dean shall inform the department of the reasons for the alternate selection. When possible, positions should rotate to provide opportunities for interested faculty.

25.5.5.1 If the current Chair or Scheduler is not adequately performing the duties required, the Dean shall provide notification to the faculty member and provide a clear timeline and expectation for improvement. The faculty member can request a meeting with the Dean and shall be informed of their right to FA representation. If sufficient improvement does not occur, the Dean may end the special assignment and notify the department of the opening.

25.6 Evaluators of Part-time Temporary Faculty Employees: Each regular faculty employee designated by management to conduct the official evaluation of a part-time temporary faculty employee as provided in Article 7.11, of the *Agreement*, shall receive compensation in the amount of \$300 per evaluation.

### **Re-opener**

25.7 Either the Board or FA may reopen negotiations on this article at any time by delivering a written request to reopen to the other party.