

Attachment 2 for Procedure 1006

❖ Department Coordination

A. Departmental Units

1. One DC is responsible for each of the following Departmental Units and its associated courses for both campuses:
 - a) College Success courses (SLS)
(Departmental Unit within Department of Letters)
 - b) Music courses (MUL, MUN, MUS, MUT, MVK, MVV, and MVX)
(Departmental Unit within Department of Arts)
 - c) Physical Education, Health-Related, and Wellness courses (PEL, PEM, PEO, HLP, and HSC; not HSC 1531, HSC 2554, or HSC 2532)
(Departmental Unit within Department of Science)
 - d) Preparatory Reading and Preparatory Writing courses (REA, ENC 0001 and ENC 0010)
(Departmental Unit within Department of Letters)
2. Two DCs (one from each campus) are responsible for each of the following Departmental Units and associated courses:
 - a) English courses (AML, CRW, ENC, FIL, LIT, ORI, SPC, and EAP; not ENC 0001 or ENC 0010)
(Departmental Unit within Department of Letters)
 - b) Humanities courses (FIL, HUM, ARH, ART, PGY, THE, TPA, TPP, PHI, REL, FRE, and SPN)
(Departmental Unit within Department of Arts)
 - c) Math courses (MAC, MAD, MAT, MGF, MTB, STA, and SLS 1533)
(Same as Department of Math)
 - d) Science courses (BSC, HSC1531, HSC2554, HSC2532, HUN, MCB, CHM, GLY, ESC, MET, OCE, PHY, and PSC)
(Departmental Unit within Department of Science)
 - e) Social Sciences course (ANT, CLP, DEP, PPE, PSY, SYG, AMH, WOH, POS, WST, GEO, ECO, SOP, EDF, EDG, and EME)
(Same as Department of Social Sciences)

B. Roles and Responsibilities

In general, the role of the DC is not intended to be administrative in nature (with the

exception of the formal evaluation of adjunct instructors). The DCs serve to facilitate and coordinate tasks and duties that are ultimately the responsibility of individual faculty members but require substantial collaboration among faculty or between faculty as a group in conjunction with the Academic Dean. Official decisions are made by the Academic Dean in consultation with faculty and the DC, but DCs have no official authority or control over other full-time faculty. However, it is expected that faculty members communicate regularly with DCs and cooperate with the DC's efforts to facilitate departmental operations with regard to the list of responsibilities listed below. All parties should operate with the understanding that DCs serve to assist faculty in the interest of departmental efficiency and effective collaboration with the Academic Dean. Specific DC responsibilities are as follows:

1. Scheduling

- a) Gather and organize input from all members of the Departmental Unit and draft tentative schedules, following the guidelines listed in PSC Procedure 1024, in collaboration with Academic Deans.

2. Communication

- a) Serve as the emergency point of contact for adjunct instructors.
- b) Communicate regularly with DCs from the same and related Departmental Units, and meet as needed with faculty and Academic Deans. The DC will advocate on behalf of faculty members in all matters associated with DC roles and responsibilities.

3. Adjunct Instructors

- a) Identify and recommend qualified and competent adjunct instructors for hire by the Academic Dean and recommend mentors to be assigned to new full-time instructors and adjuncts by the Academic Dean.
- b) Perform observations and formal evaluations of adjunct instructors. Observations and evaluations are to be conducted as often as dictated by PSC Procedure 1026 *Adjunct Faculty Evaluation*. Academic Deans are to perform observations and evaluations of adjunct instructors when necessary or appropriate. For example, DCs should not serve as mentors unless necessary, in which case the Academic Dean would perform observations and evaluations for adjunct instructors mentored by the DC.

4. Textbooks

- a) Gather and organize textbook and course material information for ordering each semester from faculty to assure timely approval and submission.

Coordinate Departmental Unit book selection and distribute supplemental textbook materials to faculty and adjuncts.

C. Elections

1. Nominations

- a) Nominations are to be solicited by the Academic Dean or designee any time a vacancy occurs, or when a vacancy or term expiration is anticipated. Nominations should be solicited during a spring or fall semester to ensure maximum participation by faculty members.
- b) Self-nomination is permitted.
- c) Full-time faculty members are eligible for nomination after 12 months of full-time instruction in the Departmental Unit with the vacancy. If no eligible faculty members are nominated, faculty with less than 12 months experience may be nominated.
- d) At first, for Departmental Units with more than one discipline, nominations shall be accepted only from disciplines not represented by the current or previous DC. If no such nominations are produced, then nominations are to be accepted from the discipline of the current or previous DC.
- e) If no nominations are submitted, then the position shall remain vacant until the next time nominations are solicited.

2. Elections

- a) All full-time faculty members who would be represented by the nominee are eligible to vote for his or her acceptance.
- b) If more than one nomination is submitted, an election is conducted by secret ballot before (or shortly after) the end of the current DC's term; if the position is vacated before the end of the DC's term, the election shall be held within 45 days of the vacancy.

3. Term of Service

- a) The term of service for each DC position is three academic years (Terms I, II, and III constitute one academic year). The term begins on the first day of the fall semester, contingent on satisfactory annual evaluations conducted by the Academic Dean.
- b) A DC can be re-elected after an expired term.
- c) A DC has the right to resign at any time.

- d) When a vacant position is filled before the end of an academic year, the new DC's term is a full three years in addition to the remainder of the academic year of the vacancy, during which the position was filled.

D. Compensation

1. Determination of workload

- a) The relative workload of each DC is to be measured by adding the total number of sections run during the most recent three semesters (spring, summer, and fall) for all courses for which the DC is responsible.
- b) If the workload of a DC changes during a term of service due to a change in the number of sections in the Departmental Unit, the DC may submit a request for adjusted compensation to the Academic Dean before the start of the next term of service for implementation at the start of the next fall term.

2. Workload-based compensation

- a) Compensation is to be based on relative workload, in the form of academic accounting points, according on the following scale based on the number of sections in the Departmental Unit per year (Terms I, II, and III):
 - i. 1 – 50 sections = 6 points
 - ii. 51 – 100 sections = 12 points
 - iii. 101 – 150 sections = 18 points
 - iv. 151 – 200 sections = 24 points
 - v. 201 – 250 sections = 30 points
 - vi. Each additional 50 sections = +6 points

As of 12/10/09