

Memorandum of Understanding
between the
All Faculty Association
and the
Sonoma County Junior College District
regarding

Article 13: Department Chairs

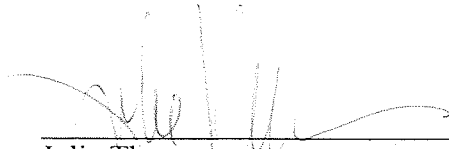
September 23, 2013

The AFA and the District agree to modify Article 13.06C as follows:

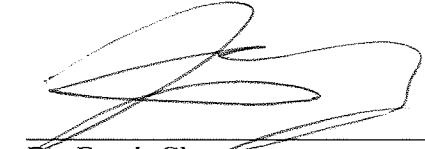
Delegation of Duties: With the approval of the Vice President of Academic Affairs the department chair may identify another regular, probationary, or adjunct faculty member to perform a specified portion of the department chair duties, and designate a proportionate amount of the reassigned time to that faculty member, thus reducing the amount of time allocated to the elected department chair.

1. Only departments with elected department chairs may delegate chair reassigned time to adjunct faculty.
2. Adjunct faculty will not receive reassigned time but instead will be paid for an agreed-upon number of hours from Schedule II, Normal Base Hourly Assignment, in addition to their teaching or allied load. No loss of instructional load will occur; however, load will be limited to 67%.
3. Delegated reassigned time will not become part of “like load” for the purposes of making assignments per Article 16.
4. This work is considered “loaded” and STRS credit will be awarded for the delegated chair reassigned time.
5. Adjunct faculty serving in this role will be limited to performing the following coordination duties for a discipline and/or related certificates and majors:
 - a) Recommend a schedule of classes, but will not make final staffing decisions
 - b) Revision and updating of existing curriculum
 - c) Monitoring SLO assessments
 - d) Coordinate advisory committee(s)

6. Adjunct faculty may be given feedback about their performance by the chair, but there will be no formal performance evaluation and no evaluation materials will go into their personnel file related to this assignment.
7. The Vice President of Academic Affairs will notify AFA of any delegation of chair reassigned time funds to adjunct faculty.
8. This MOU is restricted to two departments, Business Administration and Applied Technology, and will remain in effect until the end of spring 2014 semester or until renegotiated.



Julie Thompson
President, All Faculty Association



Dr. Frank Chong
Superintendent/President,
Sonoma County Junior College District