

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-125
		DEPARTMENT CHAIR
ISSUE DATE: March 22, 2018	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide Dated May 08, 2008	CHANGES: Updated to include new department chair Job codes and current procedures.	

I. POLICY

It is the policy of the District to elect department chairs for departments according to the policy and procedures specified in AFT Faculty Agreement Article 17, Department Chairs and Departments. In the event a department is unable or refuses to elect a department chair, the college president shall appoint a department chair.

II. DEFINITIONS:

- **Capacity Utilization (CAP)** is the percentage of a pay scale a particular employee is paid. CAP is normally 100 percent for full time salaried and all hourly employees, but varies for department chairs, PACE instructors, summer instructors, and part time salaried employees.
- **Department**, for purposes of this guide, is an instructional or student service unit composed of faculty members and support personnel who share common academic or professional interests, or objectives.
- **Department Chairperson** is a department member selected by the department to represent the department to the administration and the administration to the department.
- **Full-Time Equivalent Personnel (FTEP)** is the total fractional number of academic and classified employees assigned to a department upon which a department chair's release time is based.
- **Responsibility Differential** is a salary allowance in addition to the basic rate or schedule based upon additional skills and/or responsibilities.
- **Vice Chair** is a faculty member appointed by the department chair or selected by the department chair, if the full-time equivalent personnel (FTEP) in a department totals more than 34 to assist the Department Chair with performing specific duties.

III. REQUIREMENTS

1. Department chair assignments are affected by the number of full-time equivalent personnel in a department the prior Fall Semester.
2. **Responsibility Differentials**
 - a. Department Chairs of departments with at least 8 Full-Time Equivalent Personnel (FTEP) are paid a full responsibility differential over 12 months in addition to any other differential received. For smaller departments, the Department Chair is paid over 10 months and receives no responsibility differential.

- b. Library and Nursing Department Chairs are assigned 12 months for the department chair reassignment and receive a differential even if the department has less than 8 FTEP as authorized in the AFT Faculty Agreement, Article 17, Sections C and E.
 - c. Department Chairs will receive a full responsibility differential even if a portion of their assignment is to a position other than department chair as long as they are otherwise eligible.
3. The following assignments are considered extra pay and are not included in department chair pay calculations:
 - a. Summer assignments
 - b. Hourly Rate supervision payments
 - c. Unclassified assignments
4. Department Chair assignments that are “D-Basis” and paid over 12 months are based on a total of 240 duty days to be worked between July 1 and June 30 and a pre-determined number of days to be taken off each year. Such days are reported as non-duty days. Appendix D of the AFT Faculty Agreement lists the number of non-duty days to be taken for each year
5. ***Department Chair*** assignments generally consist of two parts: a partial classroom assignment and a partial reassigned time non-classroom assignment.
 - a. The teaching portion of each assignment reflects the 10 month academic calendar
 - b. The non-classroom portion of the assignment reflects the 12-month reassigned portion of the assignment to carry out the chair responsibilities.
 - c. The Full-Time Equivalent Personnel (FTEP) is the number of faculty and classified employees assigned to a department and it determines department chair reassigned time. FTEP staffing is determined by counting each full time assignment as one FTEP and by adding the FTE fraction for each part time faculty and classified assignment. Extra assignments or contractual overload (such as over/under loads or load banking) within the department for regular faculty are included. Staff on an approved leave of absence is included, but the substitutes replacing the staff on leave are not counted. Unclassified assignments do not count.
 - d. The administrative release time portion of a Department Chair's assignment is determined by calculating the department's Full-Time Equivalent Personnel (FTEP) for all assignments in effect on the first day of the fall semester to take effect July 1st of the following year.
 - e. FTEP is determined in keeping with Article 17.C of the AFT Faculty Agreement. The basic parameters for determining FTEP are as follows:
 - Count each full-time faculty assignment and all classified employee assignments. Include employees on leave.
 - Add the FTE fraction for each temporary adjunct faculty assignment.
 - Add the FTE fraction for any extra assignments for regular faculty.
 - Add the FTE fraction for each part-time classified assignment.

Appendix L, 2003-01 Art. 17 of the AFT Faculty Agreement provides more details regarding split assignments and reassignments.
6. One separate job code is used to identify the classroom portion of the assignment and a one job is used to identify the non-classroom portion of the assignment. The FTE for the classroom and non-classroom responsibilities vary by department size. The specific FTE both the classroom and

non-classroom job codes is listed in Table R-125A below. Department Chair job codes and definitions are provided in Table R-125C below.

Table R-125B Department Chair FTE Assignments			
FTEP in the Department	Responsibility Differential	Reassigned Time for Chair	Equivalent Service in Standard Hours Per Week
Less than 8	No	0	0
8 up to 10	Yes	0.2	7
More than 10 up to 14	Yes	0.4	14
More than 14 up to 18	Yes	0.5	17.5
More than 18 up to 22	Yes	0.6	21
More than 22 up to 26	Yes	0.7	24.5
More than 26	Yes	0.8	28
Additional Time for Designated Vice Chairs Only ¹			
More than 34 up to 42 ²	No	0.2	7

¹ A chair may be granted 1.0 reassigned under special circumstances at the request of the department in consultation with the college president with the AFT chapter president (see Article 17.C of the AFT Faculty Agreement).
² For each additional 8 FTEP over 34 FTEP, an additional 0.2 FTE reassigned time shall be granted for a designate vice chair (see Article 17.F.5 of the AFT Faculty Agreement).

TABLE R-125C DEPARTMENT CHAIR JOB CODES & PURPOSE		
JOB CODE ¹	JOB TITLE	PURPOSE
A0798	Department Chair, Teaching	To code the portion of a chair's assignment when they are in the class teaching.
A0711	Department Chair	To code the portion of the chair's assignment to carry out their chair duties.
A0706	Counselor	To code the portion of the chair's assignment when they are performing their counselor duties.
A0712	Department Chair, Counseling	To code the portion of the chair's assignment to carry out their chair duties.
A0713	Department Chair, Library	To code the portion of the chair's assignment to carry out their Library chair duties.
A0795	Department Chair, Library, Librarian Duties	To code the portion of the chair's assignment to carry out their Librarian duties.

¹ Department Chair and Non-Department Chair assignment must add to 1.0 FTE.

7. Mid-Year Appointments

The normal department chair term starts July 1 and ends June 30 three (3) years later. When it is necessary to appoint a department chair to complete a term starting in the middle of a year, and there are questions regarding the possible impact to a faculty member's years of service contribution to the State Teacher's Retirement System (STRS), the department will contact the Retirement Services Unit at the Educational Services Center at (213) 891-2371.

Supervision Payments are processed once each Fall and Spring semester to the Department Chair and/or Vice Chair for the supervision of adjunct and/or temporary faculty assigned to Job Code A0811 Instructor, Adjunct, A0830 Counselor, Adjunct, or A0850 Librarian, Adjunct.

- a. Hourly rate supervision payments are made according to the number of adjunct and temporary assignments assigned to a department as of the first census week. The specific calculation for each category of assignment is shown in Figure R-125B, Hourly Rate Supervision Payment Formula.
 - b. If a Department Chair has an 0811 Instructor, Adjunct assignment, that assignment may be included in the hourly-rate supervision assignment calculation.
 - c. If a department has a vice chair or chairs, and such vice chair(s) perform all or part of the hourly supervision duties, then the total hours allowed for an hourly supervision payment may be divided appropriately among the chair and vice chairs. When such a division occurs, the total hours allowed for that semester's payment for the department does not increase.
- 1) During any year in which the full-time equivalent personnel (FTEP) in a department totals more than 34, the department is authorized a Vice Chair as specified in AFT Faculty Agreement Article 17 Section F. Department Chairs, Designated and Appointed.
 - 2) This payment is entered into the SAP system under Info Type 0015, Wage Type 1480, Department Chair Hourly Semester Payment.

IV. **ADDITIONAL RESOURCES**

LACCD BOARD RULES

Chapter X, Human Resources

[Article V. Certificated Salary](#)

10512. Salary Rates for Employees Assigned to Positions Having
Responsibility Differentials

10512.10 Salary Differential for Certain Assignments Not Considered in
Case of Promotion

10513.15 Change of Employee's Assignment Basis Between July 1 and
Beginning of Fall Semester

LACCD HUMAN RESOURCE GUIDE

HR H-310 Tax Model, PSA, ESG Relationships

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT Faculty Guild Local 1521: Article 17, Department Chairs and Departments](#)