

Did You Know?

Series #3

Contract Article 16 Defines the Department Coordinator Position

In our United Faculty contract (a legally binding document), the selection, qualifications, election process, terms of service, and duty determination process for Department Coordinators are all defined in Articles 16.3 and 16.4.

Will Your Department Be Conducting a Department Coordinator Election this Spring?

Article 16.3.4.1 Term of Service of Department Coordinator

Each term is three years and limited to two consecutive terms, except in the case where no other qualified faculty member is willing to serve.

Article 16.3.4.2 During the final semester/trimester of the term of a department coordinator, the dean of the division shall conduct an election for department coordinator in accordance with the provisions of section 16.3.3 of this Article.

The Department Coordinator Election Process Is Defined in Article 16.3.3

16.3.3.1 The dean of the division shall solicit written nominations for the position of department coordinator from the department faculty and prepare an electronic ballot therefrom. A nomination will not be valid unless it is signed by the nominee as an indication that the nominee is willing to serve if elected. The ballot, with any statements submitted by the nominees, shall be delivered by e-mail to the official campus e-mail addresses of the Unit Members eligible to vote. Eligible Unit Members shall have fourteen (14) calendar days from the date the ballot is delivered to submit their votes by e-mail to the dean of the division.

16.3.3.2 The election shall be determined on the basis of a plurality of the votes submitted. The votes shall be counted by a committee consisting of the dean and two Unit Members selected by the department.

Department Coordinator Duties are Determined in Advance of the Election

Article 16.3.6 provides examples of department coordinator duties that are not required but may be included if agreed to according to Article 16.3.6.1.

16.3.6.1 In advance of the selection process, the duties of the department coordinator shall be determined by agreement of the dean of the division and at least fifty (50) percent of the department faculty. The duties shall be specified in writing and signed by at least fifty (50) percent of the department faculty. A copy of the agreed upon duties shall be retained by the District and shall be available to the Association upon request. The duties may include, but are not necessarily required to include, or be limited to, the following:

16.3.6.1.1 serve as liaison between the department faculty, other departments, and the dean of the division in communicating and coordinating the affairs of the department;

16.3.6.1.2 schedule and chair department meetings; coordinate the preparation of meeting agendas and minutes; represent the department at divisional department coordinator meetings;

16.3.6.1.3 coordinate department curriculum development and program review;

16.3.6.1.4 coordinate the department schedule of classes;

16.3.6.1.5 participate in the recruitment and selection of adjunct faculty;

16.3.6.1.6 coordinate faculty staffing and propose staffing assignment recommendations to the dean of the division;

16.3.6.1.7 coordinate the departmental budget and propose budget recommendations to the dean of the division;

16.3.6.1.8 coordinate the process for evaluation of adjunct faculty and participate in the evaluation of adjunct faculty;

16.3.6.1.9 hold regularly scheduled hours on campus for activities pertinent to the department coordinator assignment. The number of scheduled hours will be determined in advance of the selection process as provided above.

16.3.6.3 The duties of the department coordinator may be modified at any time during the term of the department coordinator by agreement of the dean of the division, the department coordinator, and at least fifty (50) percent of the department faculty. Any modification of the duties shall be specified in writing and signed by at least fifty (50) percent of the department faculty. A copy of the agreed upon duties shall be retained by the District and shall be available to the Association upon request.

For departments with specific accrediting bodies or agencies:

16.4.2 In the event the duties of a coordinating position within a department as required by the provisions of any accrediting body or agency to which a department is subject are assigned to, and being performed by, an administrative employee who has the sole and specific responsibility for those duties, a Unit Member may be elected as department coordinator to perform other coordinative duties as provided in this Article.

Please see the following Reassigned Time Workload Expectation Chart from Article 5.7.

***Do you have further questions about Article 16?
If so, please contact UF President Christie Diep:***

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“Did You Know” created by Linda Borla and Christie Diep

REASSIGNED TIME WORKLOAD EXPECTATION

| CREDIT INSTRUCTOR REASSIGNED TIME | | | NONCREDIT INSTRUCTOR REASSIGNED TIME | | |
|-----------------------------------|---------------------------|-------------------------------------|--------------------------------------|---------------------------|-------------------------------------|
| REASSIGNED TIME (LHE Units) | EQUIVALENT LOAD (Percent) | WORKLOAD EXPECTATION (Hrs per Week) | REASSIGNED TIME (Classroom Hours) | EQUIVALENT LOAD (Percent) | WORKLOAD EXPECTATION (Hrs per Week) |
| 0.5 | 3.33 | 1.50 | 1 | 4.00 | 1.50 |
| 1.0 | 6.67 | 2.50 | 2 | 8.00 | 3.00 |
| 1.5 | 10.00 | 4.00 | 3 | 12.00 | 5.00 |
| 2.0 | 13.33 | 5.50 | 4 | 16.00 | 6.50 |
| 2.5 | 16.67 | 6.50 | 5 | 20.00 | 8.00 |
| 3.0 | 20.00 | 8.00 | 6 | 24.00 | 9.50 |
| 3.5 | 23.33 | 9.50 | 7 | 28.00 | 11.00 |

REASSIGNED TIME WORKLOAD EXPECTATION

| CREDIT INSTRUCTOR REASSIGNED TIME | | | NONCREDIT INSTRUCTOR REASSIGNED TIME | | |
|-----------------------------------|---------------------------|-------------------------------------|--------------------------------------|---------------------------|-------------------------------------|
| REASSIGNED TIME (LHE Units) | EQUIVALENT LOAD (Percent) | WORKLOAD EXPECTATION (Hrs per Week) | REASSIGNED TIME (LHE Units) | EQUIVALENT LOAD (Percent) | WORKLOAD EXPECTATION (Hrs per Week) |
| 4.0 | 26.67 | 10.50 | 8 | 32.00 | 13.00 |
| 4.5 | 30.00 | 12.00 | 9 | 36.00 | 14.50 |
| 5.0 | 33.33 | 13.50 | 10 | 40.00 | 16.00 |
| 5.5 | 36.67 | 14.50 | 11 | 44.00 | 17.50 |
| 6.0 | 40.00 | 16.00 | 12 | 48.00 | 19.00 |
| 6.5 | 43.33 | 17.50 | 13 | 52.00 | 21.00 |
| 7.0 | 46.67 | 18.50 | 14 | 56.00 | 22.50 |
| 7.5 | 50.00 | 20.00 | 15 | 60.00 | 24.00 |
| 8.0 | 53.33 | 21.50 | 16 | 64.00 | 25.50 |
| 8.5 | 56.67 | 22.50 | 17 | 68.00 | 27.00 |
| 9.0 | 60.00 | 24.00 | 18 | 72.00 | 29.00 |
| 9.5 | 63.33 | 25.50 | 19 | 76.00 | 30.50 |
| 10.0 | 66.67 | 26.50 | 20 | 80.00 | 32.00 |
| 10.5 | 70.00 | 28.00 | 21 | 84.00 | 33.50 |
| 11.0 | 73.33 | 29.50 | 22 | 88.00 | 35.00 |
| 11.5 | 76.67 | 30.50 | 23 | 92.00 | 37.00 |
| 12.0 | 80.00 | 32.00 | 24 | 96.00 | 38.50 |
| 13.0 | 86.67 | 34.50 | 25 | 100.00 | 40.00 |
| 13.5 | 90.00 | 36.00 | | | |
| 14.0 | 93.33 | 37.50 | | | |
| 14.5 | 96.67 | 38.50 | | | |
| 15.0 | 100.00 | 40.00 | | | |