Mesa Community College

Memorandum of Understanding

Mesa Community College

The following agreement reflects the shared understanding of the administrative and faculty leadership engaged in the Memorandum of Understanding process for AY 2011-12. We agree to all of the following adjustments to Assistant Chairs at Red Mountain, as delineated in this document for the duration of AY 2011-12, unless revisions are mutually agreed upon during the interim. A future Memorandum of Understanding agreed to by the same parties may supersede any provision of this memorandum. Any changes made to the RFP that would affect this Memorandum will supersede this document.

The faculty and the administration are both concerned about maintaining the quality of education delivered to the students at the Red Mountain Campus at Mesa Community College.

Keith Anderson, Faculty Senate President, MCC  Dr. Shouan Pan, President, MCC
Assistant Department Chair

1.1. Introduction
1.1.1 The Assistant Department Chair collaborates with and assists Department Chairs, Occupational Program Directors, and Evening Supervisors with their performance responsibilities as outlined in the Memorandum of Understanding (MOU). The position of Assistant Department Chair is not currently defined or included in the RFP. The responsibilities of this position shall neither overlap nor be inconsistent with the responsibilities of RFP-established leadership positions.
1.1.2 The Department Chair will, at his/her discretion, establish the need for an Assistant Department Chair.

1.2. Position Definition
The Assistant Department Chair will provide academic support, facilitate operational processes, and respond to the needs of the students and faculty at designated College location(s). The Assistant Department Chair may support multiple disciplines.

1.3. Qualifications
An Assistant Department Chair must be an appointive or probationary Residential Faculty member who is certified to teach in one of the disciplines of the department(s) and whose faculty line is designated to that College location.

1.4. Remuneration
1.4.1 Administrative load reduction will be determined by the number of FTTE in each department/division, adjusted as of the forty-fifth (45th) day of the current fall semester. The number of FTTE in the department/division will be determined by dividing the total teaching load for faculty in the department/division by fifteen (15) and rounding up to the nearest whole number.

1.4.1.1 4 FTTE or more = 3 hours per semester
2-3 FTTE = 1.5 hours per semester
1-2 FTTE = 0.75 hours per semester

1.4.2 Compensation for supervising adjunct faculty and staff will be determined by using the current fall data for the number of adjuncts and staff and will be one-half percent (1/2%) of the schedule base for each day adjunct faculty within the department(s)/division(s) and each full-time staff member or equivalent supervised by the Assistant Department Chair. Pay for part-time staff who are supervised and evaluated by the Assistant Department Chair shall be prorated (e.g., two half-time staff members equal one full-time staff member).

1.4.3 Compensation for supporting day sections will be calculated at two-tenths (0.2) load hour per semester, with concurrent sections
calculated as a single section, for all day sections (greater than or equal to one load hour) above 15 sections.

1.4.4 Assistant Department Chairs receiving reassigned time of three hours or more will not teach on an overload basis during the day program. Exceptions, based on exigency, will be recommended by the Department Chair(s) and can be individually authorized by the VPAA.

1.4.5 If approved by the Department Chair(s) in consultation with the appropriate Administrator, Assistant Department Chairs may receive remuneration for up to 20 hours of work the week prior to the start of Fall faculty accountability at the rate specified in the RFP section D1.6.

1.5 Reporting Structure
The Assistant Department Chair reports to the Department Chair(s).

1.6 Job Goals
1.6.1 Provides leadership and supports faculty and students at the designated College location(s).
1.6.2 Collaborates, assists, and supports the Department Chair(s), Occupational Program Directors and Evening Supervisors of the Department(s) at designated College location(s).
1.6.3 Promotes on-going improvement of academic and operational processes at their College location(s).

1.7 Selection of Assistant Department Chair
1.7.1 Assistant Department Chairs will be selected by the appropriate Department Chair(s) after consultation with residential faculty in the Department(s) at the involved College location. Assistant Department Chairs will serve for a three-year term.

1.8 Assistant Department Chair Absence
1.8.1 When a sitting Assistant Department Chair is absent from the position for 12 months or less, the Department Chairperson(s) may appoint an interim Assistant Department Chair to serve during the absence.
1.8.2 When a sitting Assistant Department Chair is absent for more than 12 months, the Department Chair(s) will implement the selection process.

1.9 Performance Responsibilities
The Assistant Department Chair is responsible for collaborating with, assisting and supporting the Department Chair(s), Occupational Program Directors, and Evening Supervisors for planning and review, budgeting,
personnel, curriculum, and administrative functions of departmental responsibilities at the appropriate College location(s).

1.9.1 Maintains line of communication with Department Chairperson, Occupational Program Directors and Evening Supervisors as appropriate.

1.9.2 Represents the Department(s), Department(s) Faculty, and students.

1.9.3 Coordinates with the Department Chair(s) and/or Occupational Program Directors, in the selection of instructional materials and supplies.

1.9.4 Oversees the operation of the designated classrooms, laboratories, and studios, including maintenance of furnishings and equipment.

1.9.5 Coordinates with college support services as required.

1.9.6 Participates in meetings and conferences that will benefit the Department(s) and/or the College location as prescribed by the Department Chair(s).

1.9.7 Creates and maintains community partnerships.

1.9.8 Collaborates with the Department Chair(s) and/or Occupational Program Director(s) in the development of the schedule of classes and teaching assignments.

1.9.9 Collaborates with the Department Chair(s) and/or Occupational Program Director(s), as appropriate, in the hiring, supervising, mentoring, and evaluating of adjuncts, and other staff members.

1.9.10 Assists in resolving student complaints, in compliance with college processes, as detailed in the RFP and current college catalog.

1.9.11 Approves petty cash vouchers, course overrides, key allocations, and the purchases of supplies at their designated college location.

1.9.12 Facilitates day-to-day operational processes that need to be addressed at the appropriate College location.

1.9.13 Recommends capital and building and grounds expenditures.

1.9.14 Coordinates other offerings that pertain to the appropriate College location.

1.9.15 Coordinates with College advisors in the advisement of students at the appropriate College location.

1.9.16 Promotes partnerships with other institutions.

1.10 Annual Review
The objective of the review with the Department Chair(s) is to provide constructive, professional feedback to help the Assistant Department Chair become a more effective leader.