	LOS ANGELES COMMUNITY COLLEGES **HUMAN RESOURCES GUIDE**	**HR R-125** **DEPARTMENT CHAIR**
ISSUE DATE: July 20, 2006		**SERVICE:** ☒ ACADEMIC ☐ CLASSIFIED ☐ UNCLASSIFIED
REPLACES: Legacy Personnel Guides: B 470 Basis, General B 557 Assignment, Department Chair		**CHANGES:** New

I. POLICY

It is the policy of the District to elect department chairs for academic departments other than designated trade and technical disciplines according to the policy and procedures specified in AFT Faculty Agreement Article 17, Department Chairs and Departments. In the event a department chooses not to elect a department chair, the college president shall appoint a chair.

II. DEFINITIONS

- ***Capacity Utilization Level (CAP)*** is the percentage of an employee's monthly working time in relation to the monthly working time defined for a full time job. This percentage is important for part-time employment.
- ***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 number of Academic and Classified employees in 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 or elected by the department chair to assist the Department Chair with performing specific duties.

III. REQUIREMENTS

1. Department chair assignments are affected by the following factors:
   a. Number of full-time equivalent personnel in a department the prior Fall Semester.
   b. Employee's assignment basis (10 or 12 month) prior to being elected department chair.
   c. Point in time during the academic year when the assignment begins and/or ends.
   d. Capacity Utilization Level (CAP).

2. **Responsibility Differentials**

   a. Department Chairs of departments with at least 8 Full-Time Equivalent Personnel (FTEP) are paid over 12 months and receive a full responsibility differential 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 Counseling Department Chairs are assigned 12 months 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. Extra assignments made to compensate for reassigned duties in excess of 1.00 FTE
   d. Unclassified assignments

4. Department Chair assignments 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. Since the total number of possible work days in a year varies, the number of non-duty days can vary as shown in Table R-125A, Department Chair Duty / Non-Duty Day Work Year.

TABLE R-125A
DEPARTMENT CHAIR
DUTY / NON-DUTY DAY WORK YEAR

SCHEDULE	DAYS	DAYS	DAYS
Work Year	260	261	262
Duty Days	240	240	240
Non-Duty Days	20	21	22

   a. To account for non-duty days, a special quota is set-up in the SAP system so that as non-duty time is reported, time is deducted from the quota. In SAP, the quota is called “51 Cert Basis Days Off.” The non-duty days are reported in Time Administration as Time Type 2040, Basis Days Unpaid. See HR Guide W-300, Quotas, for details.

   b. Taking non-duty days does not affect pay unless the employee takes more non-duty days than are in the quota for that year.

   c. If a department chair does not elect to take his/her non-duty days, unused time does not accumulate to the next year nor is the department chair eligible for any extra compensation. The non-duty days are reset to 20, 21, or 22 on July 1 of each year regardless of prior year usage.

   d. Should a Department Chair assignment end for any reason during the year before the required non-duty days are reported as taken, a Level Pay salary adjustment is made. Each department chair’s non-duty days remaining quota is relative to the fraction of a year worked. A special adjustment must be entered into the SAP system. Location personnel are to contact the Academic Service “Assignment Wizard,” Human Resources, District Office prior to entering a department chair mid-year personnel action into the SAP system.

5. ***Classroom Department Chair (Instructional Units)*** assignments generally consist of two parts: a partial classroom assignment and a partial non-classroom or "administrative release" assignment.

   a. The teaching portion of each assignment reflects the ten-month academic calendar.

   b. The non-classroom portion of the assignment reflects the 12-month administrative release portion of the assignment.

   c. The Full-Time Equivalent Personnel (FTEP) is the number of faculty and Classified staff assigned to a department and it determines department chair release time. FTEP staffing is determined by counting each full time assignment and by adding the FTE fraction for each part time assignment. Extra assignments 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 as shown in Figure R-125, Department FTEP Formulas. The parameters for determining variables are as follows :
      - Count each full-time faculty assignment and all Classified employee assignments. Include employees on leave but do not include substitute employees replacing staff on leave.
      - Add the FTE fraction for each part-time and adjunct faculty assignment.
      - Add the FTE fraction for any extra assignments for regular faculty.

FIGURE R-125A
DEPARTMENT STEP FORMULA [1, 2]

ITEM	ASSIGNMENT	FTE
A.	Number of full-time faculty	
B.	Number of Classified employees	
C.	FTE fraction for 08xx adjunct faculty	
D.	FTE fraction for 08xx adjunct extra assignments	
	TOTAL	

[1] Use all assignments in effect on first day of the fall semester.
[2] Include employees on leave but not the substitute employee.

6. A designated series of Job Codes are used to identify the portion of classroom and non-classroom time by department size.

   a. A different job code is used to identify the classroom and non-classroom time ratio possibilities.

   b. The department chair job code for each assignment must be consistent with the "12-month" released (non-classroom) time shown in Table R-125C, Department Chair Job Codes.

TABLE R-125B
DEPARTMENT CHAIR JOB CODES

JOB CODE	JOB TITLE	RESPONSIBILITY DIFFERENTIAL	EQUIVALENT FULL-TIME PERSONNEL[1]	ASSIGNMENT 10 MONTH	ASSIGNMENT 12 MONTH	CONVERSION FACTOR	CAP[2] (PERCENT)
• CLASSROOM							
A0781	Department Chair, Teaching	No	< 8	1.00	0.00	.8333	83.33
A0782	Department Chair, 7 Hour Duty	Yes	8 - 10	.80	.20	.8667	86.67
A0783	Department Chair, 14 Hour Duty	Yes	> 10 - 14	.60	.40	.9000	90.00
A0784	Department Chair, 17.5 Hour Duty	Yes	> 14 - 18	.50	.50	.9167	91.67
A0785	Department Chair, 21 Hour Duty	Yes	> 18 - 22	.40	.60	.9333	93.33
A0786	Department Chair, 24.5 Hour Duty	Yes	> 22 - 26	.30	.70	.9500	95.00
A0787	Department Chair, 28 Hour Duty	Yes	> 26	.20	.80	.9667	96.67
A0788	Department Chair, 35 Hour Duty	Yes	> 34 [3]	0.00	1.00	1.0000	100.00
A0790	Department Chair, Mid-Year Start	Yes	Variable	See Table R-125C Department Chair Mid-Year Assignment Processing Procedures.			
• NON-CLASSROOM							
A0712	Department Chair, Counseling	Yes [3]		0.00	1.00		
A0713	Department Chair, Library		< 8		.00		
A0795	Department Chair, Library [5]			1.00			
A0713	Department Chair, Library		8 - 10		.20		
A0795	Department Chair, Library [5]			.80			
A0713	Department Chair, Library		> 10 - 14		.40		
A0795	Department Chair, Library [5]			.60			
A0713	Department Chair, Library		> 18 - 22		.60		
A0795	Department Chair, Library [5]			.40			

[1] Hourly or Adjunct employees are not counted.
[2] Capacity Utilization Level. See HR Guide H-800, Full-Time Equivalent (FTE), for details
[3] See Collective Bargaining Agreement for eligibility.
[4] Counseling Department Chairs receive two differentials: one for counseling and one for chair duties.
[5] Librarian duties

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, a special assignment process must be followed in order to avoid impacting a faculty member's years of service contribution to the State Teacher's Retirement System (STRS). The following procedures were developed to support faculty receiving a full year of service credit from STRS.

a. ***When Assignment Starts after July 1 but before September 1:*** Change the CAP utilization for July and August to be equal to the "12-month" percentage of the assignment shown on Table R-125C, Department Chair Job Codes.

b. ***When Assignment Starts September or Later:*** Identify assignment prior to election as department chair.

1) If prior assignment is 10 month, a two-phase personnel action process crossing fiscal and academic years is required as summarized below:

- Upon the initial assignment, the newly-elected department chair assignment is processed as a 10-month assignment in the designated department chair code. CAP utilization is 100 percent.

- For the next academic year, the assignment must be changed to a 12-month assignment. The effective date for the assignment change is July 1. CAP utilization is determined according to the principles shown in Table 125C, Department Chair Job Codes. See HR Guide P-200, Change Assignment and HR Guide P-220, Change Assignment Begin / End Dates, for details.
- To change the department chair assignment from a 10-month to 12-month assignment, requires a change in the position "PSA" as well as a personnel action. See HR Guide H-310, Tax Model, PSA, ESG Relationships, for details.

2) If prior assignment is 12 month, the department chair assignment is processed as a 12-month assignment. CAP utilization is determined according to the principles shown in Table 125C, Department Chair Job Codes.

c. ***Assignment Runs September through June:*** Calculate the CAP utilization using the "12-month" percentage appropriate for the FTEP in the department. Add the CAP utilization values for each month. Divide by the number of months of the assignment. This amount equals the CAP value from July 1st to the early termination of a department chair assignment (prior to the end of the year, June 30th.)

TABLE R-125C
DEPARTMENT CHAIR
MID-YEAR ASSIGNNMENT PROCESSING PROCEDURES

ASSIGNMENT	ASSIGNMENT PRIOR TO ELECTION	ACTIONS REQUIRED
Starts September or Later	10 Month 12 Month	• Initial Assignment: • Use 10-month assignment in designated Department Chair Job Code • Change CAP Utilization to 100% • Next Academic Year: • Change assignment to 12 month • Decrease CAP utilization [1] Use 12-Month
Ends During Summer Prior to Fall Semester		Change CAP Utilization for July and August to same percentage as FTE value of 12-Month Assignment.
Ends September through June		Calculate CAP Utilization for July and August

[1] Unless Job Code is 0788, Department Chair, 35-Hour Duty

8. ***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 0811 Instructor, 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.

FIGURE R-125B HOURLY RATE SUPERVISION SEMESTER PAYMENT FORMULA [1]				
NUMBER	ASSIGNMENT TYPE	COLUMN	MULTIPLIER	HOURS
	Monthly Rate Faculty, Extra Assignment	L or M	.5	
	Adjunct Faculty	K	2.5	
			TOTAL: [2]	

[1] Include all "08xx" assignments in effect as of the first census week.
[2] Round to the closest hour.

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.

d. In trade and technical subject areas not authorized for department chairs, the Associate Dean or designee named by the College President, is expected to perform the supervision duties performed by a department chair in the faculty unit and are eligible for hourly rate supervision payments as specified above.

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
HR H-800 Full Time Equivalent (FTE) Definitions and Limitations
HR P-200 Change Assignment
HR P-220 Change Assignment Begin / End Dates

LACCD COLLECTIVE BARGAINING AGREEMENTS

AFT Faculty Guild Local 1521: Article 17, Department Chairs and Departments

SAP DOCUMENTATION

SAP HR System – Organizational Management, Department C and D Basis Combinations
SAP-HR System – Organizational Management, Consolidated Job Classifications