

Memorandum of Understanding  
between  
Umpqua Community College (College)  
and  
Umpqua Faculty Association (Association)

The Association and College acknowledge Article XV – Department Chairs is outdated. The Association and College agree that Article XV shall be amended in the CBA to the language included below effective September 24, 2018:

**ARTICLE XV - FACULTY DEPARTMENT CHAIRS, COORDINATORS AND DIRECTORS**

**A. DEFINITION**

A faculty department chair shall be a bargaining unit member. The College will give first consideration to regular status faculty when assigning department chairs. When possible, coordinators and directors should be a bargaining unit member.

**B. VOLUNTARY ASSIGNMENT**

Department faculty chair, coordinator or director are appointed positions and shall be accepted as a voluntary assignment.

**C. METHOD OF APPOINTMENT**

The appointment of faculty department chairs, coordinators or directors shall be made by the Division Dean in consultation with the department members and Provost.

**D. LENGTH OF APPOINTMENT**

The length of appointment to a faculty department chair, coordinator or director position shall be a minimum of two years. Appointments can be extended after every two years by the Division Dean and in consultation with the Provost.

**E. JOB DESCRIPTION**

1. Each faculty department chair, coordinator or director's job description shall be developed by mutual agreement between the appointed bargaining unit member, the Division Dean and Provost.
  
2. Job descriptions shall be reviewed annually by chair, the current department chair, coordinator, director, Division Dean and Provost to ensure that duties are aligned with current academic operations.

## **F. COMPENSATION**

1. Faculty department chairs shall receive a regular faculty contract with a stipend equivalent to 9 ILC's per year (paid at 3 ILC's per quarter) at Step 9 of the current faculty salary schedule.
- 2.. Program coordinators and directors who oversee degree programs shall receive a regular faculty contract with a stipend equivalent to 3 ILC's per year (paid at 1 ILC per quarter) at Step 9 of the current faculty salary schedule.
3. Coordinators for non-degreed academic function (i.e. Learning Skills and First Year Seminar) shall receive a regular faculty contract with a stipend equivalent to 1 ILC per year (paid at 1/3 ILC per quarter) at Step 9 of the current faculty salary schedule.
4. Compensation may be increased, or release time granted, above the 3 ILC's per quarter as stated in F.1-3. of this section, for additional responsibilities that are outside the job description, as described in Section E. of this article, by mutual agreement between the department chair, coordinator, or director and Division Dean and Provost.
5. All hours worked outside of the regular academic year shall be voluntary. Mutually agreed upon department chair, coordinator or director functions performed outside the regular academic year shall be paid at their regular contract rate set forth in Article 18.

## **H. NON-SUPERVISORY DUTIES**

Faculty department chairs, coordinators or directors shall not be involved in decisions regarding final evaluations, dismissal, or non-renewal of fellow bargaining unit members. However, these academic leaders may provide feedback from observations of and interactions with program faculty, if the Dean asked them to provide their prospective.

## **I. EVALUATION OF FACULTY DEPARTMENT CHAIRS, COORDINATORS OR DIRECTORS**

The evaluation of a faculty department chair, coordinator or director shall be separate from any evaluation that is described in Article 10 and will not be considered part of their normal faculty evaluation.


## **J. RESIGNATION**

With a minimum of a 30 business days' notice given prior to the end of any term, a faculty department chair, coordinator or director may resign from the position effective at the end of that term and return to his/her regular faculty assignment.

## **K. REMOVAL FROM POSITION**

Removal of a faculty department chair, coordinator or director shall not cause the separation of said person from the service of the College. Upon removal from a chair, coordinator and/or director position, the faculty person shall return to a regular faculty assignment the following

academic term. Such chair, coordinator or director shall be for any period of up to two years and renewable. At the discretion of the Provost, a chair can be removed at any time for not fulfilling the job responsibilities as outlined in the Department Chair Job Responsibilities or for actions generally accepted as unprofessional of an academic leader/employee at UCC. However, Article VI.E Personal Life applies to Department Chair, Coordinator or Director positions.



---

Crystal Sullivan  
Acting President, Umpqua Faculty Association

9/25/18

---

Date



---

Debra Thatcher  
President, Umpqua Community College

9/25/18

---

Date