

1.0 Authorization

- 1.1 The Chancellor/Superintendent is authorized by the Board of Trustees to establish the position of Department Chair Spokesperson/Coordinator to act as a liaison between department members and the College administration.

2.0 Qualifications and Selection

- 2.1 Spokesperson/Coordinator candidates, which must be individuals with employment rights, shall be chosen by a simple majority vote in department elections. A candidate so elected is recommended to the College President for appointment to a two-year term which commences with the fall semester following the election. If a recommendation is not accepted by the College President, another candidate will be selected by election and recommended.
 - 2.1.1 Elections shall be held in April of odd-numbered years.
 - 2.1.2 Each certificated member of the department with employment rights shall have one (1) vote.
 - 2.1.3 Incumbents may be reelected.
- 2.2 An incumbent spokesperson/coordinator may be recalled. Petition of one-third of the department's eligible voters shall be required for a recall election. Removal from office shall require a two-thirds majority vote in such election.
- 2.3 A special election shall be held within thirty (30) days of any vacancy.
 - 2.3.1 If the remaining term is one (1) semester or less (excluding summer) the replacement shall automatically serve the succeeding term.
 - 2.3.2 If the remaining term is more than one (1) semester (excluding summer) the special election shall apply only to the unexpired term.

3.0 Definition of Department Status

- 3.1 Each college shall determine its own department structure based on the following criteria, using the numerical and fiscal parameters assigned by administrative regulation:
 - 3.1.1 Number of members (certificated/classified; day/evening);
 - 3.1.2 complexity of subject areas;
 - 3.1.3 size of budget;
 - 3.1.4 geographic relationship to campus and outreach centers;
 - 3.1.5 communication needs;

3.1.6 interaction within the college, with the community and with other governmental agencies and educational institutions.

3.2 The Academic Senate president shall be consulted by the College President in the determination of the department structure of the college.

4.0 Department Chair

4.1 Job responsibilities, duties, appointment and other necessary criteria shall be established through the collective bargaining process.

LRCCD

Policy Adopted: 2/7/79

Policy Revised: 2/6/80; 1/14/81; 4/21/82; 1/15/03

Policy Reviewed:

Adm. Regulation: None