

external sources concerning the institution, are reviewed with the President who authorizes release of such data and/or information. Most other institutional data are generally publicly available and are in the College's Factbook.

2.4 CHAIR COUNCIL

The Chair Council serves as an advisory group to the Chief Academic Officer. The Chair Council submits recommendations on policy affecting academic services and/or faculty to the Chief Academic Officer. The Council consists of the Vice President/Dean of the College (Chief Academic Officer), the Division Chair, Program Directors, and the Associate Dean for Workforce and Technical Education. It also serves as a communication link for faculty through the Chairs/Program Directors to the Cabinet.

2.5 DIVISION CHAIR/PROGRAM DIRECTORS

Division Chairs and Program Directors supervise faculty and non-instructional departmental support staff and the instructional program in their respective academic departments of the College. They report directly to the Chief Academic Officer and/or the Associate Dean for Workforce and Technical Education and are responsible for the daily operation of the divisions and for setting goals for the academic departments. They serve as members of the Chair Council and are evaluated annually by their direct supervisors.

Faculty members receive assignments as Division Chair or Program Directors annually by the President of the College after consultation with and recommendation by the Chief Academic Officer. They are classified as faculty and teach. They are paid on the D salary schedule. In their dual role as instructional supervisors and faculty members, they receive a monthly salary supplement as compensation as Division Chair for the added responsibility; provided that there are three members of the department, including themselves. If not, a Program Director is identified. Upon recommendation by the CAO and approval by the President, Division Chair or Program Director may receive a teaching release for the equivalency of one class. In the event that a Division Chair/Program Director receives a one class equivalency, s(he) maintains scheduled office hours, a 12 hours teaching load, scheduled on-campus time to be devoted to committee meetings, accreditation research, and other duties expected of all faculty members. The Chair/Director schedules 3 hours per week on campus to discharge duties as a division leader. Under unusual circumstances, such as any period during which the institution is under an austerity plan, Division Chairs and Program Directors may teach a standard institutional load of 15-16 hours per week.

Time served as Division Chair or Program Director while the individual is being paid on the faculty salary schedule is applied toward the attainment of non-- probationary status. However, continuing service status (tenure) is not obtainable as a Division Chair or a Program Director.

Division Chairs and Program Directors have the same off-duty days and other benefits as faculty, and, although they are not entitled to annual leave, they may be approved for adjusted schedule time as compensation for extraordinary work hours required in the performance of their duties, upon the recommendation of the CAO and approval by the President, for occasional work performed beyond the normal expectancy of their employment and instructional leadership assignment.