

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.

If a faculty member who has been assigned Division Chair or Program Director duties declines further assignment or if the CAO does not recommend a further assignment, other faculty in the department may request to be considered for that assignment. Assignments are made by the President upon the recommendation of the CAO.

## 2.6 LEAD FACULTY

Lead Faculty provide oversight for their respective teaching areas to develop, organize, coordinate, promote, and supervise a particular academic area for consistent integration into an overall academic program, career program or instructional service area. Responsibilities include recommending ongoing needs, to their Division Chair or Program Director, for curricular, budgetary, staffing, equipment, supply, professional development, and evaluation to support the program.

Remuneration may include released time (equivalency assignment) if appropriate to accommodate extraordinary working assignments beyond the normal expectancy of employment as recommended by the CAO and approved by the President.

## 2.7. ORGANIZATION

The instructional faculty of CVCC is organized into divisions, each with a Division Chair or Division Program Director, who is responsible in turn to the Chief Academic Officer and/or Associate Dean for Workforce and Technical Education. Members of the faculty are responsible, individually and collectively, to their respective Division Chair or Division Program Director.

## 2.8. SUPERVISION OF FACULTY

CVCC faculty members will report directly to the Division Chair or Program Director. Listed below are the divisions at the College and the discipline areas which fall under each. Names of the Chairs/Program Directors, their office locations and their telephone numbers are listed.

Faculty should first address any concerns or questions to the appropriate Division Chairs or Program Directors. Should faculty desire additional information or an additional avenue for discussing concerns or seeking information, they should next see the Dean of the College/CAO.

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|-------------------------------|-------------|-------------------|--------------|
| <b>Division of Humanities</b> | Andy Scales | IPAC-116          | 334-291-4960 |
| Developmental Courses         |             | Speech            |              |
| Drama                         |             | Theatre Arts      |              |
| English                       |             | Anthropology      |              |
| Foreign Language              |             | Geography         |              |
| Literature                    |             | History           |              |
| Music                         |             | Philosophy        |              |
| Orientation                   |             | Political Science |              |
| Reading                       |             | Psychology        |              |
| Spanish                       |             | Sociology         |              |