APPENDIX AA.2

Program Chair Compensation Criteria, including Directions and Sources of Data

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1. # of Contract Faculty

$$
\begin{aligned}
0\text{-}2 &= 1.5 \text{ units} \\
3\text{-}9 &= 1 \text{ unit} \\
10+ &= 2 \text{ units}
\end{aligned}
$$

Category intended to reflect PC's work with faculty.

Use the Division Faculty Assignment Sheets for the spring semester of the current academic year and count the number of contract faculty to calculate the PC compensation for the next academic year. Include those with reduced contracts. Exclude those on sabbatical or who do not have an assignment. Include faculty with split assignments only in the program containing the majority of their assignment.

Translate to units using chart.

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2. # of Adjunct Faculty

$$
\begin{aligned}
0 &= 0 \text{ units} \\
1 - 5 &= .5 \text{ unit} \\
6 - 10 &= 1 \text{ unit} \\
11 - 15 &= 1.5 \text{ units} \\
16 - 20 &= 2 \text{ units} \\
21 - 25 &= 2.5 \text{ units} \\
26+ &= 3 \text{ units}
\end{aligned}
$$

Category intended to reflect PC's work with faculty.

Use the Division Faculty Assignment Sheets for the spring semeter of the current academic year and count the number of adjunct faculty to calculate the PC compensation for the next academic year. For those with split assignments, count each area only if areas are under different program chairs.

Translate to units using chart.

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3. Unduplicated # of Courses in Catalog Offered per Academic Year

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\begin{aligned}
0 - 9 &= 0 \text{ units} \\
10 - 24 &= .5 \text{ unit} \\
25 - 50 &= 1 \text{ unit} \\
50+ &= 1.5 \text{ units}
\end{aligned}
$$

Current catalog, current academic year, plus previous summer session and current wintersession

Category intended to reflect PC's work with curriculum.

Number of courses from the catalog actually scheduled, each counted only one time regardless of frequency of scheduling. Include any new courses approved by curriculum committee after printing of catalog. Do not include courses scheduled but cancelled. Use catalog for the current academic year.

Translate to units using chart.

This criteria will be calculated in the last year of the current contract to be effective in the first year of the new contract. This criteria will be recalculated in other years of the contract only if the union or the District requests a recalculation of this criteria for a specific program.

Note: Side letters 2007-08.4 and 2008-09.1 were incorporated into this appendix in March, 2010 and the wording for calculations in #3-5 were changed to be generic rather than specific years.

Program Chair Compensation Criteria, including Directions and Sources of Data

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4. # of Sections Offered per Year in the Schedule of Classes

50 - 100	= **.5 unit**	*Prior calendar year schedules*
101 - 150	= **1 unit**	*(wintersession, spring,*
151 - 200	= **1.5 units**	*summer, and fall)*
201 - 250	= **2 units**	

Category intended to reflect PC's work with scheduling.

Print datatel "XFTE" = WSCH/FTES Report for Division - DA (detail all students)

Count the number of sections listed in XFTE. Count concurrently scheduled sections (sections scheduled at the same time, in the same room, and with the same instructor) as a single section.
Do not include the following courses:

All 500, 99, 199, 80s, 180, 22 level; open entry classes; Art 50L and all 51L-54L series of world languages, Music & TA 250. Do not include sections scheduled but cancelled.

Translate to units using chart.

Note: Courses listed are also excluded in academic staffing prioritization process.

This criteria will be calculated in the last year of the current contract to be effective in the first year of the new contract. This criteria will be recalculated in other years of the contract only if the union or the District requests a recalculation of this criteria for a specific program.

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5. # of Students Enrolled in Program per Calendar Year

500+	= **.5 unit**	*Prior calendar year*
1000+	= **1 unit**	*(wintersession, spring,*
3000+	= **2 units**	*summer, and fall)*
5000+	= **3 units**	

Category intended to reflect PC's work with students.

Use same report as in #5, datatel "XFTE" = WSCH/FTES Report for Division - DA (detail all students) - Use 1st Census Enrl column total **minus students in the following courses:**

All 500, 99, 199, 80s, 180, 22 level; open entry classes; Art 50L and all 51L-54L series of world languages, Music & TA 250.

Translate to units using chart.

Note: Courses listed are also excluded in academic staffing prioritization process.

This criteria will be calculated in the last year of the current contract to be effective in the first year of the new contract. This criteria will be recalculated in other years of the contract only if the union or the District requests a recalculation of this criteria for a specific program.

Program Chair Compensation Criteria, including Directions and Sources of Data

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6. # of Declared Majors in Program / # of Contract Faculty in Program

0 - 25	=	.25 unit	*Current Fact Book*
26 - 50	=	.5 unit	
51 - 75	=	1 unit	
76 - 100	=	1.5 units	
101 - 125	=	2 units	
126 - 150	=	2.5 units	
151+	=	3 units	

Category intended to reflect PC's work with majors.

Use the Current Fact Book to determine the number of majors

Divide the number of majors by the # of contract faculty (faculty count from #1 above - if count on #1 is zero, divide by 1)

Translate to units using chart.

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7. Industry Advisory Committee

Yes	=	2 units
No	=	0 units

Category intended to reflect ongoing relations with occupational associations and community employers.

Source: Administration; 2 units for each distinct discipline with 1 or more formal industry advisory committees

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8. Mandatory Accreditation Process (excludes college accreditation)
ECE, Dental Hygiene, Medical Assisting, Nursing, RadTech

Yes	=	3 units
No	=	0 units

Source: Administration

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9. Off Site Facilities / On Site Facilities / Combination Business and Facilities

Off Site Facilities

Medical Facilities
(Coordination with multiple medical agencies to conduct instruction off site)

Medical Asst., Nursing	=	**2.5 units**

(Program Chair works with 1 FTE faculty member designated to provide coordination with multiple medical agencies)

Rad Tech	=	**1 unit**
Archaeology Tech Digs	=	**1 unit**
Construction and Energy Management	=	**1 unit**

On Site Facilities

Early Childhood Education	=	**2 units**

(Instruction Program--coordination with non-instructional faculty)

(Health and safety issues, and one FTE or less contract classified support and two or less contract faculty positions)

Program Chair Compensation Criteria, including Directions and Sources of Data

9. Off Site Facilities / On Site Facilities / Combination Business and Facilities, con't

Adaptive PE, Welding   **= 2.5 units**

Definition of Health and Safety Issues: Handling physically at-risk students is an essential function of program curriculum. Handling dangerous gases and fire is an essential function of program curriculum.

Combination of Business and Facilities
Greater than one FTE contract classified support   **= 5 units**
(Dental Hygiene, Horticulture)
One FTE or less contract classified support   **= 7 units**
(Culinary Arts)

Source: Administration

10. Performing Arts, Public Performance
Based on number and complication of performances

Dance   **= 1 unit**
Theatre Arts, Music   **= 2 units**

Definition: Preparing and coordinating fine arts performances essential to program curriculum.

Source: Administration

11. Budget (General Fund and Ancillary Expenses)

0 - 29,999	= **0 units**	*Prior fiscal year,*
30,000 - 89,999	= **1 unit**	*general fund budget and*
90,000 - 149,999	= **1.5 units**	*ancillary expenses*
150,000 - 209,999	= **2 units**	
210,000 - 269,999	= **2.5 units**	
270,000+	= **3 units**	

Category intended to reflect PC's work with budget.

Accounts under control of Program Chair. Exclude funds in program managed by faculty member other than the PC, such as learning center funds managed by an academic specialist.

Print datatel report GLBA for Division, Project #000 for 1st month of fiscal year

Total opening balances, excluding all salaries, adjunct funds, maintenance contracts and any one-time monies such as Instructional Equipment.

For Program Chairs in control of Ancillary accounts, obtain a year-end balance sheet (from Becky Sulay) and include expenditures only.

Combine general fund total and ancillary total for final dollar amount. Translate to units using chart.

12. Leadership   **= 2 units each program as defined on the matrix**
(Leadership, unique aspects and complexities of each program)