

**Side Letter of Agreement 2012-13.6  
Cabrillo Community College District (District)  
and the  
Cabrillo College Federation of Teachers (CCFT)**

**Selection and Evaluation of Program Chairs  
and Academic Specialist Directors**

This Side Letter is to clarify processes related to the selection and evaluation of Program Chair (PC) and Academic Specialist Director (ASD) assignments, per Articles 11.5.6, 11.9, 17.3-6, 17.4.7, 17.4.8 and Appendices AA.1 and GG.

1. Faculty Selected. Faculty leaders for most PC assignments are selected through an internal process that includes an election and in which all faculty members of the program participate. Faculty leaders for most ASD assignments are selected through an internal process that includes the appropriate administrator and an election in which all faculty members of the program participate.
  - a. Depending on the program, the appropriate administrator may have a role in determining if the candidate meets program specific qualifications such as those required by an accreditation board or has particular skills, such as grant management or budget management required by the department. The administrator serves in an advisory role to the faculty selection process and is responsible for the evaluation process.
  - b. Subject to a satisfactory performance evaluation in the PC/ASD role, PC/ASD that are faculty-selected serve a term of three years and may serve multiple terms. Program faculty will meet for the (re)-selection process in the final year of the three-year term to allow for a possible shift in faculty assignments among program faculty the following year.
  - c. The evaluation of a faculty-selected PC/ASD contains two distinct components.
    - i. Evaluation of the faculty member's regular assignment and the PC/ASD assignment follows the regular evaluation schedule and process in Article 17 and includes faculty input per Appendix GG.
    - ii. In addition, a separate evaluation regarding the PC/ASD duties shall take place during the 2<sup>nd</sup> semester of the assignment as PC/ASD and shall include faculty input. An additional evaluation of the PC/ASD regarding their effectiveness in that role may be requested by the appropriate administrator and/or by the PC/ASD during the 4<sup>th</sup>, 6<sup>th</sup> and/or 8<sup>th</sup> semester (and so forth, every other semester), regardless of the evaluation schedule for the regular faculty assignment.

- d. In the event of an unsatisfactory evaluation relating to the performance of the PC/ASD duties, the appropriate administrator will meet with the PC/ASD to discuss concerns. The appropriate administrator may convene the program faculty to initiate a selection process for the following academic year. If the faculty elects to keep the same PC/ASD, the appropriate administrator will arrange for mentoring and remediation and a re-evaluation of the PC/ASD duties according to the schedule above. After a second unsatisfactory evaluation, the appropriate administrator may remove the PC/ASD from that assignment. The faculty member retains the right to return to their regular assignment.
2. District-hired. A PC/ASD may be hired at the discretion of the District through the external faculty search and selection process. These faculty leaders must meet the minimum qualifications of at least one discipline they direct. Their assignment as PC/ASD is integral to their faculty role and their evaluation includes both PC/ASD duties and responsibilities along with any other faculty duties as assigned. The appropriate administrator makes the assignment, including the role of PC/ASD. Performance evaluation follows the evaluation process and includes faculty input. An administrative decision not to keep the faculty member in the PC/ASD role may mean that there is not another position available for this faculty member, per provisions in Article 15.

---

Date

---

Date

---

For Cabrillo Community College District

---

For Cabrillo College Federation of Teachers  
(CCFT)