

## MEMORANDUM OF UNDERSTANDING


The following memorializes the understanding of the Butte-Glenn Community College District, (hereinafter referred to as the "District") and the Butte College Education Association (hereinafter referred to as "BCEA") regarding **Incoming Department Chairs**.

### Faculty Chair Onboarding


#### Responsibilities

Faculty members who have been elected and confirmed by the Chief Instructional Officer to start in fall 2025 will be expected to perform the following duties in spring 2025:

1. Attend at least one Learning Council meeting.
2. Attend at least two all department chair meetings.
3. Work with the outgoing chair on the schedule development process, including finalization of teaching assignment recommendations for associate faculty
4. Meet with staff from the Office of Instruction for curriculum and schedule development training.
5. Attend at least one curriculum committee meeting.
6. Attend associate faculty evaluation process training for new chairs.
7. Assist current chair with setting agenda for department meetings and participate in coordinating the meetings.
8. Observe at least one associate faculty evaluation.
9. Participate in at least one associate faculty hiring process, if any hires occur during the spring 2025 semester.
10. Observe and participate in other department processes as recommended by the current Department Chair.
11. The incoming chair will be compensated with a stipend equal to 10% of the Department Chair stipend for that department.

By:   
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For BCEA

By:   
\_\_\_\_\_  
Erik Shearer (Jan 13, 2025 08:57 PST)

By:   
\_\_\_\_\_  
Chris Little (Jan 13, 2025 09:12 PST)  
For the District











# BCEA MOU IncomingChair\_Dec24

Final Audit Report

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