

Laney College  
Department Chair Reassignment Allocation Process  
Final, February 9, 2023

Article 14

The Vice President of Instruction (or his/her designee) of each college, after consulting with the Academic Senate President and the PFT Chapter Chairs, shall allocate the contractual FTE to each department (or cluster of disciplines) considering the following criteria in making such allocations:

- a. Full-time FTE in the department;  
Determined by first day of the fall term schedule count of faculty, weighted 20%
- b. Part-time FTE in the department;  
Determined by first day of the fall term schedule count of part-time faculty, weighted 20%
- c. The size and complexity of the departments' budget allocation;
  1. % of last year's budget expensed (scored 0-5, 0 means nothing spent and 5 means entire budget spent), weighed at 7.5%.
  2. Complexity of budget (Scored 1 or 2. 1 = only 1 discretionary budget source and 2 = discretionary source plus categorical source), weighted at 7.5%.
- d. Any facilities (such as laboratories) and/or equipment that must be monitored;  
(Scored 1-3 where 1 = classroom only, 2 = classrooms + labs - including computer labs, 3 = classrooms plus labs which need to be maintained with specialized equipment), weighted at 15%.
- e. Classified staff FTE assigned to the department;  
(Scored 0 or 1 where 1 = has one or more classified staff. Determined on the first day of the fall term), weighted at 7.5%.
- f. The need for the Department Chairperson to be involved in community groups or other outside agencies;  
(Scored 0 or 1. Determined by if the most recently submitted program review speaks to existing work with outside groups), weighted at 15%.
- g. Departmental responsibility for assessment or admission of students to programs. (Scored 0 or 1 where 1 = department has role in admissions or guided self-placement assessment), weighted 7.5%.

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