

BGCCD Short-Term Duty Assignment

Department Chair In-Training

This department chair-in-training position will provide faculty with an opportunity to participate in the work of the department chair under the guidance of the associate dean for the area. The faculty member selected for this position will shadow the other chairs in the Industrial Technology programs and learn the ins and outs of the yearly calendar of work expected of department chairs. This position will receive 20% reassigned time. Duties will include the following:

- Attend the monthly Learning Council meeting.
- Attend the monthly all-department chairs meeting.
- Attend at least two Curriculum Committee meetings.
- Meet with Office of Instruction staff for curriculum and schedule development training.
- Attend associate faculty evaluation training for new chairs.
- Observe at least one associate faculty evaluation.
- Participate in at least one associate faculty hiring process, if any hires occur during the term of this position.
- Observe other area department chairs and the associate dean during the schedule development process, including finalizing teaching assignment recommendations for associate faculty.
- Assist the associate dean in setting agendas for department meetings and help coordinate those meetings.
- Observe in other department processes, including student complaints, as recommended by the dean or associate dean

The candidate for this position will be selected through the default department chair selection process as outlined in the BCEA CBA, beginning with Article 7.15.5.3.

By:  _____

For BCEA

By:  _____
Assistant Superintendent/VP of Instruction

By:  _____
Vice President for Administrative Services

For the District

BCEA_MOU_Chair-In-Training_2026-27

Final Audit Report

2026-10-20

Created:	2026-10-12
By:	Tessa StJohn (stjohnte@butte.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAARHwwZF_v9JxMGkC_4ht_wdwCSt-rN8fn

"BCEA_MOU_Chair-In-Training_2026-27" History

-  Document created by Tessa StJohn (stjohnte@butte.edu)
2026-10-12 - 9:32:18 PM GMT- IP address: 205.155.141.8
-  Document emailed to Jason Trento (TrentoJa@butte.edu) for signature
2026-10-12 - 9:32:50 PM GMT
-  Email viewed by Jason Trento (TrentoJa@butte.edu)
2026-10-12 - 9:54:53 PM GMT- IP address: 104.28.123.92
-  Document e-signed by Jason Trento (TrentoJa@butte.edu)
Signature Date: 2026-10-12 - 9:55:20 PM GMT - Time Source: server- IP address: 97.191.147.229 - Signature Appearance Selected: IMAGE
-  Document emailed to Erik Shearer (shearerer@butte.edu) for signature
2026-10-12 - 9:55:23 PM GMT
-  Email viewed by Erik Shearer (shearerer@butte.edu)
2026-10-12 - 10:08:10 PM GMT- IP address: 104.47.56.126
-  Document e-signed by Erik Shearer (shearerer@butte.edu)
Signature Date: 2026-10-12 - 10:08:17 PM GMT - Time Source: server- IP address: 205.155.141.8 - Signature Appearance Selected: DRAW
-  Document emailed to Jessica Snelling (snellingje@butte.edu) for signature
2026-10-12 - 10:08:19 PM GMT
-  Document e-signed by Jessica Snelling (snellingje@butte.edu)
Signature Date: 2026-10-20 - 8:34:18 PM GMT - Time Source: server- IP address: 205.155.141.254 - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-10-20 - 8:34:18 PM GMT