

**WVMCCD AND WEST VALLEY-MISSION FEDERATION OF TEACHERS (WVMFT, AFT 6554)
TENTATIVE AGREEMENT, ADOPTION CONTINGENT ON SUCCESSFUL CONCLUSION
OF SUCCESSOR NEGOTIATIONS RESOLVING ALL
OPEN CONTRACT SECTIONS AND SUBJECTS**

June 30, 2021

ARTICLE 21

Institutional Responsibilities

21.1 **Definition**

Institutional Responsibilities are functions and tasks essential to the ongoing operation and effective achievement of department/division, college and district programs.

21.2 **Institutional Responsibility Requirement**

~~Participation in Institutional Responsibilities is required of all faculty members in accordance with Article 17.2 and is assessed in accordance with Articles 24A and 24B. Faculty members who have significant Reassigned Time for working with grants or other activities, or who have all or a significant portion of their load off campus shall consult with their Department Chair on how best to meet their departmental and institutional responsibilities.~~

~~Accountability for the completion of these responsibilities resides with the faculty within the organizational structure of each college and is considered by the member's Appraisal Team as part of the Performance Appraisal Process. In order for responsibilities to be considered as part of a faculty member's Institutional Responsibilities, they must be executed and completed in accordance with any established policies, procedures, and timelines applicable to that activity.~~

Each member is responsible for 78.75 hours per semester of institutional responsibilities in accordance with Article 17.2. (except first-year tenure-track faculty). A member may, at times, conduct institutional responsibilities outside a primary semester, as might occur with participation on a hiring team or other activities shown in Article 21.3.

A faculty member's Institutional Responsibilities must be executed and completed in accordance with any established policies, procedures, and timelines applicable to that activity. Faculty member participation in shared and

participatory governance committees and related work is encouraged. Faculty should work collaboratively with their Department and Dean to identify other institutional responsibility assignments. Faculty members will self-report their Institutional Responsibilities yearly through the Institutional Responsibility Form. Compliance for Institutional Responsibilities are part of the Faculty Appraisal Process in accordance with Articles 24A and 24B.

21.3 Examples of Institutional Responsibilities

Examples of the kinds of tasks and functions considered to be Institutional Responsibilities include, but are not limited to, the following:

- participate in the development of the department schedule.
- participate in completing program review; including setting and assessing department goals; budget; and needs.
- research, recommend and provide rationale to department for new equipment/facilities/inventory, and lab materials.
- setting and assessing course and program level student learning outcomes.
- participate in the development, preparation and monitoring of the department's budget.
- participate in the recruitment/selection/hiring of associate and/or full-time faculty.
- participate in performance appraisal of personnel.
- act as mentors for associate and/or full-time faculty.
- provide leadership for department in recruiting and retaining students in coordination with marketing, counseling and other college/district personnel including but not limited to developing community connections, to provide mentoring, work experience and job opportunities for students within the department as approved by the Division Dean.
- participate in the revision of existing curricula and development of new programs and curricula.
- ~~develop and monitor participation in WSCH/Goal planning for the department.~~
- participate in the enrollment management of the department/program and

provide recommendations to the department and appropriate administrator.

- ~~• participate in completing program review.~~
- act as advisor for student clubs.
- participate on department/division, college or District committees in the spirit of shared **and participatory** governance, including as an uncompensated representative of WVMFT.
- assume responsibility for unique department functions as by appropriate authority.
- represent department on selection of college/District personnel.
- participate in preparation and completion of accreditation materials, including activities related to specific program-based accreditation or licensure requirements.
- assume responsibility as requested by division deans or department chairs to further goals and functions of the department/division.
- serve as department liaison for course content articulation with high schools, four year institutions and the business community, as approved by the Division Dean.

21.4 Activities for which a member receives Reassigned Time, stipend compensation or Professional Growth and Development (PG&D) credit shall not be considered institutional activities by the Appraisal Team. However, when these same activities require time over and above the allotted Reassigned Time, stipend compensation, or professional growth credit, the member will ~~alert their WVMFT representative, who will consult with the appropriate administrator on a solution~~ **work with their Dean to include these as part of their institutional responsibilities.**

21.5 ~~For those activities that require approval from a Division Dean, if credit for the proposed activity is denied, the Division Dean shall provide a written statement as to the reason the member's activities were not approved for Institutional Responsibility credit, at the member's request. After review of the written response, the member's WVMFT representative, may refer the matter to the appropriate Vice President for review.~~

FOR THE WVMFT:

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Dated: 7/15/2021

FOR THE DISTRICT:

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