

Salinas Union High School District

DEPARTMENT STRUCTURE, SELECTION AND REPLACEMENT OF DEPARTMENT CHAIRPERSONS

Department Structure

1. The department structure for the schools in the Salinas Union High School District shall be at the discretion of the Principal. Each senior high school may have a minimum of 10 up to a maximum of 12 departments. Each middle school may have a minimum of 8 up to a maximum of 10 departments.
2. Department structures will be approved by the Superintendent or his designee for each school year.

Required Qualification For Department Chairpersons

It is the intent of the Board and administration to select Department Chairpersons who will assist the administration in the improvement of instruction in all departments of the District. The following are considered to be required qualifications for persons serving as Department Chairpersons:

1. Successful teaching experience in the department and tenure in the District as evidenced by administrative evaluation and student achievement in the classes taught.
2. A credential in the subject area of the department or demonstrated knowledge in the subject matter of the department.
3. Ability to plan a departmental budget and adhere to the processes and timelines for budget development and for purchasing. Ability to keep accurate records.
4. Evidence of positive human relations with students, the community and colleagues.
5. Evidence of an ability to motivate and lead people towards a common goal shared by the school.
6. A teaching assignment of three or more teaching periods in the department.

Methods Of Selection

1. The terms of office of a Department Chairperson shall be from year to year.
2. The position of Department Chairperson may be terminated by retirement, resignation or decision of the principal. In the event of termination of the department chair by the principal, the principal shall provide the chair with the reasons for that decision. However, the decision shall not be grievable but may be appealed the Superintendent.
3. Annually or whenever a Department Chairperson position is vacated, the principal of the school shall replace the Department Chairperson according to the following procedures:
 - a. The principal shall notify all members of the department that the Chairperson position is vacant.

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- b. The principal shall provide all departmental members with copies of this administrative regulation that contains the required qualifications for a Department Chairperson and a copy of the job description and a copy of this Regulation.
 - c. The principal shall request that the department provide him/her with one or more nominees who meet the qualifications for the position.
 - d. The department shall provide the principal with one or more qualified nominees.
 - e. The principal may ratify a single nominee or select between multiple nominees or reject all nominees provided by the department. In the event that the principal does not select among departmental nominees, he/she may request additional nominees. In the event there is only one nominee, the principal may accept that nominee as department chair or request the department to submit another qualified nominee. Upon receipt of the second qualified nominee, the principal shall select either the first or second nominee or request one additional nominee. The principal may notify the department that it may not resubmit one of the rejected nominees for two years.
 - f. In the event that nominees are not forthcoming from the department, the principal shall appoint a Department Chairperson
4. Exceptions: In the event that there are no nominees who meet the required qualifications, persons may be selected as Department Chairpersons upon the recommendation of the Superintendent with the approval of the Board of Trustees.

Compensation

The Department Chairperson shall be compensated according to the methods authorized by the Governing Board as per extra assignment contractual agreements.

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