



**SOUTH MOUNTAIN COMMUNITY COLLEGE  
COLLEGE PLAN**

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## **I. Purpose**

### **I.1. Shared Governance**

The South Mountain Community College President, administration, and faculty are jointly committed to the practice and value of shared governance whose goal is to create a broad communication stream that will keep faculty and administration well-informed of college developments so that SMCC prospers. In the spirit of shared governance and in compliance with the Faculty Agreement, faculty are true partners and as such, become actively involved in SMCC planning and decision-making processes. In order to support and promote the full participation of faculty in the governance of the college, South Mountain Community College has established a Faculty Senate. The Faculty Senate of South Mountain Community College is actively involved in the shared governance of the college through regular, scheduled meetings with the College President and Vice President of Academic Affairs and through active representation and participation on College leadership councils, college committees, and hiring/staffing committees. The composition and organizational processes of the South Mountain Faculty Senate will adhere to the guidelines in the South Mountain Community College Faculty Senate Constitution.

The College Plan is a result of shared governance in that it is open communication between Faculty and Administration that safeguards the individual rights of all concerned. The College Plan is consistent with the Residential Faculty Agreement (RFA).

### **I.2. Intent**

The College Plan includes provision for a Faculty Senate as outlined in the South Mountain Community College Faculty Senate Constitution. The College Plan describes the division/department organizational structure (Appendix A) and the selection, goals, responsibilities, and evaluation of division/ department chairpersons. The College Plan also describes the goals and responsibilities of evening supervisors and faculty program coordinators.

## **II. Definitions**

### **II.1. College Plan**

A document developed by each college's residential faculty, in collaboration with its adjunct faculty and administration and approved by the College President. It describes the selection, evaluation, duties, and responsibilities of the department/division chair and the duties and responsibilities of other Faculty roles, including the occupational program director. Colleges with both divisions and departments will also describe the allocation of reassigned time and Chair pay. The College Plan may also contain other provisions as agreed upon. In no case may the College Plan conflict with the provisions of the Faculty Agreement.

### **II.2. College President**

The chief executive officer of SMCC or his/her designee.

### **II.3. Delegable Duties**

Administrative duties outlined in the Faculty Agreement 7.2.4 that a Department/Division Chair may assign to faculty members within the Division. Delegable duties can be assigned to all other job titles used by Departments/Divisions as determined by the College. These can include but not limited to: Assistant Chair, Evening Supervisor, Academic Program Director, Service Program

Director, Lab Technician Supervisor, Field of Interest (FOI) Coordinator, etc. These delegable duties are identified within the Division Charter.

**II.4. Department/Division Charter**

A document developed by each College's Residential Faculty, in consultation with its Adjunct Faculty, for each of the College's departments and/or divisions. The Charter is a tool available to assist in the design and development of innovative strategies in process and conflict resolution at the most local level. The Department/Division Charters align with the College Plan.

**II.5. Discipline**

Instructional unit consisting of multiple prefixes, see Appendix A for the Division Organizational Structure by discipline.

**II.6. Division**

An organizational unit of the college consisting of more than one discipline. The purpose of a division is to coordinate instructional programs and to meet the educational needs of students. It is led by the division chair who is a faculty member within the division that has been elected by the division faculty. The division chair is responsible for the educational program(s) of the division.

**II.7. Division member or independent department member**

Refers to a faculty member whose teaching load contains one or more classes in a discipline in that division/independent department. All faculty are members of a division or independent department. A faculty member will vote in the division/independent department in which the majority of the teaching load resides. If the teaching load is divided equally between two or more divisions/ independent departments, the faculty member will choose one from among those divisions/ independent departments in which he/she has a teaching load. If a faculty member does not have a teaching load, the division/independent department in which she/he votes is determined by the most recent teaching assignment, according to the above stipulations.

**II.8. Department/Division Chair**

A residential faculty member with administrative functions.

**II.9. Evening Supervisor**

A faculty member within a division who is identified within the Division Charter and is responsible for identified delegable duties.

**II.10. Faculty, Adjunct**

Faculty members employed in an instructional or service capacity on a part-time, term-to-term, non-appointive basis.

**II.11. Faculty, All**

References to All Faculty include Residential Faculty and Adjunct Faculty as defined herein.

**II.12. Faculty, Instructional**

Instructional Faculty's designated responsibility is to serve as an instructor for a specific section of a course, or a number of different courses, offered within the District.

**II.13. Faculty, Residential**

Faculty members who hold probationary or appointive status.

**II.14. Faculty, Service**

Service Faculty's designated responsibility is to serve as a Counselor or Librarian, or to serve in an educational development role per the terms of a Special Services Assignment or a Request for Personal Services.

**II.15. Faculty Agreement**

A document that outlines the current working conditions for a specific academic year for all faculty as agreed upon by the Residential Faculty, Adjunct Faculty, and Administration, and presented to the Chancellor for approval by the Maricopa Community Colleges Governing Board.

**II.16. Faculty Senate**

The SMCC faculty governance body. It is composed of faculty representatives selected in accordance with the policies and procedures outlined within the SMCC Faculty Senate Constitution.

**II.17. Faculty Service Areas (FSA)**

The area or areas in which Faculty Perform their duties. For Residential Faculty, the primary FSA is the FSA in which the majority of the Residential Faculty member's instructional load is taught over the most recently completed academic year. For Service Faculty, the primary FSA is the service area in which the faculty member has worked the majority of hours over the most recently completed academic year. A secondary Faculty Service Area is any non-primary FSA in which a Residential Faculty meets the minimum hiring qualifications for the FSA. If an FSA has different requirements for the Appointive Faculty than for Probationary Faculty, the Residential Faculty member must meet the minimum qualifications consistent with the member's appointive or probationary status.

**II.18. Independent Department**

Consists of faculty from one discipline. The purpose of an independent department is to provide necessary academic support services and/or instructional programs to meet the educational needs of students. The independent department chair is a member of and elected by members of the department and is responsible for the educational program(s) of the department.

**II.19. Majority**

More than half of the votes cast in an election where all eligible faculty members have had the opportunity to vote.

**II.20. Occupational Program Director (OPD)**

The role and responsibilities of the Occupational Program Director shall be defined in the College Plan.

**II.21. Restructure**

The creation of new Division, merging existing Divisions or, for disciplines being taught or developed by a residential faculty, transferring a faculty line from one existing Division to another existing Division.

**II.22. SMCC Executive Team**

Refers to the college President, Vice Presidents, and designees.

**II.23. The Co-Manager of the Library**

A faculty member appointed by the Division/Department Chair, as described in Section VIII.4.9.1. of this College Plan, to perform such administrative functions as outlined in this College Plan and the Intergovernmental Agreement (IGA).

**II.24. Valid Election**

For the purpose of determining if an election is valid, faculty on sabbatical leave, faculty on irregular contracts in which they are not accountable during the week of the election, or faculty on unpaid professional leave, family and medical leave, medical leave of absence, extended personal leave of absence, or leave of absence for personal reasons, as defined in the Faculty Agreement will not be considered unless they vote in the election. Such faculty will still be permitted to vote in all faculty elections if they are eligible to do so.

**II.25. Vice President of Academic Affairs**

The chief academic officer of SMCC or his/her designee.

**III. Organizational Structure for Divisions/Independent Departments**

III.1. Each discipline is assigned to either a division or an independent department.

III.2. Division – consists of more than one discipline and includes residential and/or adjunct faculty.

III.3. Independent Department – consists of one discipline that is not assigned to a specific academic division and includes residential, and/or adjunct faculty.

**IV. Modifications in Division/Independent Department Structure**

IV.1. The College President, Vice President of Academic Affairs, other appropriate vice presidents, division/independent department chair, or any faculty member may initiate a proposed modification to the college's division/ independent department structure. The initiator of the change must concurrently notify in writing the following individuals: Vice President of Academic Affairs and/or other appropriate vice president(s), Faculty Senate President, affected division/independent department chairs, and affected faculty members. No modification in division/ independent department structure may be initiated between April 1 and September 1.

IV.2. Modifications involving the formation, combination, restructuring, or title of a division/independent department structure.

IV.2.1. Within fifteen (15) working days of the notification of a proposed modification in division/independent department structure, the Faculty Senate President will convene the Faculty Senate for the purpose of reviewing the proposed modification in division/ independent department structure. The Faculty Senate President will be responsible for notifying all individuals affected by the proposed change in division/independent department structure of the date, time, and place of the Faculty Senate meeting. All faculty affected by the proposed modification in division/independent department structure will be given an opportunity to speak at the Faculty Senate meeting. After all faculty involved in the change have had the opportunity to speak, the Faculty Senate President will select a date for the faculty to vote their approval or disapproval of the proposed modification of the division/independent department structure.

IV.2.2. The vote must fall within 20 working days from the notification of a proposed modification. Proposals that involve the creation or dissolution of a division/ independent department are voted upon only by the faculty in the affected divisions. Proposals that involve faculty moving

from one division to another are voted upon by the faculty in both divisions. Modifications require three-fifths approval of the faculty eligible to vote.

IV.2.3. Within five (5) working days following the faculty vote, the Faculty Senate President will notify, in writing, all affected parties as well as meet with the College President and submit in writing the recommendation of the Faculty Senate regarding the proposed modification in division/independent department structure. Within five (5) working days of receiving the recommendation from the Faculty Senate, the College President will render a decision approving or disapproving the proposed modification in division/independent department structure and will notify the Faculty Senate President of that decision. The Faculty Senate President will then notify all parties involved of the College President's decision.

IV.3. Modifications involving new or existing disciplines not being taught or developed by a residential faculty

IV.3.1. Modifications involving new or existing disciplines not being taught or developed by a residential faculty may be moved within the college's division/ independent department structure by a consensus of the Vice President of Academic Affairs, all of the division/ independent department chairs and for new programs only any faculty that will be responsible for teaching the courses or developing the program. The initiator of the change must concurrently notify the following individuals: Vice President of Academic Affairs and/or other appropriate vice president(s), Faculty Senate President, all the division/independent department chairs, and for new disciplines any affected faculty members.

IV.3.2. Within fifteen (15) working days of receiving the proposed notification a meeting will be called with the Vice President of Academic Affairs, all of the division/ independent department chairs and any faculty teaching courses within or coordinating the discipline. The purpose of this meeting is to attempt to reach a consensus regarding the proposed modification.

IV.3.3. If a consensus cannot be reached concerning the location of new programs or existing programs/disciplines/faculty lines not being taught or developed by a residential faculty, the proposed locations will be brought to the Faculty Senate for discussion. The Faculty Senate President will then schedule a vote of the Faculty Senate to decide among the various locations being considered within twenty (20) working days of the notification of the proposed change. The final location will be the option receiving the most votes. In the event of a tie, the Vice President of Academic Affairs will decide among the options receiving the most votes.

## V. Division/Independent Department Chair Selection

### V.1. Eligibility for Division Chair: [See Faculty Agreement, Article 7.2]

For *first consideration*, any eligible candidate who is a Residential Faculty member in the Department/Division with appointive status and in good standing may be selected for the position of Department/Division Chair. If there are no Residential Faculty in the Department/Division who meet this eligibility requirement and are interested in serving in the Chair role, a *second consideration* of eligible candidates will include any Residential Faculty member with appointive status and in good standing at the college and any probationary Residential Faculty member in year two or later and in good standing within the Department/Division.

## V.2. Term of Office

- V.2.1. The division/department chair term shall be three years.
- V.2.2. The term of office shall begin July 1 of the year following the election.
- V.2.3. In the event that a division chair does not carry out their full term of three years, an election will be held to determine the new division chair. The newly elected division chair will begin a new term of service of three years.
- V.2.4. To promote continuity within the division, nominations and elections will take place in the fall semester of every three years. The existing chairperson will involve the chair-elect (not currently serving as chair) in the performance of duties of the office during the spring semester and the division/department chair-elect will receive 3.0 hours reassigned time or overload time for the semester.
- V.2.5. There may be no limitations on the total number of terms that chairs may serve; however, they may only serve two consecutive terms (six years) unless no nominations are received during the first call for nominations after meeting their two-term limit.

## V.3. Selection Process:

The division/ independent department chair shall be elected by the residential faculty members of his/her division/independent department according to the following procedures:

- V.3.1. By the first week of September, the Vice President of Academic Affairs shall, in writing, notify all Residential faculty members, including those on leave or sabbatical, that an election for division/ independent department chair is due in compliance with MCCCDC policies. The Vice President of Academic Affairs shall call for nominations or self-nominations of individuals willing to run for election in November.
- V.3.2. Nominations or self-nomination by eligible faculty shall be in writing to the Vice President of Academic Affairs by the end of the first full week of October. The Vice President of Academic Affairs will determine that all nominees meet the eligibility for Division Chair as outlined in the Faculty Agreement.
- V.3.3. In the event of no nominees or self-nominees, the Vice President of Learning shall issue a second call for nominations at which time the faculty member currently serving as chair and meeting limited term criteria may be nominated or self-nominated as well as those identified for second consideration eligible candidates as identified in Faculty Agreement Article 7.2. Nominations shall be due by the following Friday. In the event that there are no nominations forthcoming, the Vice President of Learning will be requested to submit two nominees from the division or independent department.
- V.3.4. The Vice President of Academic Affairs shall inform those nominated of their nomination and prepare a list of nominees which will be distributed to the eligible residential faculty of the division no later than seven days after eligible nominations have been received from each division.
- V.3.5. The Vice President of Academic Affairs will provide candidate information to the Office of the Dean Planning, Research and Development. Electronic ballots will be prepared and distributed to eligible residential faculty within the division. The election will be held on the First Thursday and Friday in November.
- V.3.6. The Office of the Dean of Planning, Research and Development will review the election results with the Vice President of Academic Affairs, the Faculty Senate President and

Senate officers. If the Faculty Senate President or Senate officers are on the ballot, they will be absent from the review of the election results.

- V.3.7. A simple majority of the residential faculty of a division/independent department must vote for an election to be valid. In the event that a simple majority of the residential faculty members of the division/ independent department do not vote, a new election will be held on the third Thursday and Friday in November in accordance with the procedure outlined in V.3.5, V.3.6., and V.3.7 of the College Plan. The election process continues until a new division chair is decided on.
- V.3.8. A simple majority wins the election. If there are two nominees on the ballot and there is a tie, the Vice President of Academic Affairs shall, in consultation with the Faculty Senate officers, cast the deciding vote. If there are more than two nominees on the ballot and there is no majority, or there is a tie, a runoff election shall be held. The runoff election will be handled with the collaboration of the Vice President of Academic Affairs office and the office of the Dean of Planning, Research, and Development.
- V.3.9. If a modification of the Division/Independent Department structure involves creation of a new division/independent department, the chair shall be elected according to the procedures described in V.3. of the College Plan.

## **VI. Division/Independent Department Chair Job Description**

### **VI.1. Introduction**

As outlined in Faculty Agreement Article 7.2.4, Division Chairs are responsible for the supervision or management of a division within the College. Each Chair shall perform the outlined duties identified in the faculty agreement, in addition to all duties and responsibilities articulated within the College Plan.

#### **Job Goals**

Exhibit leadership in establishing academic priorities and managing the division/department as, or in conjunction with, Evening Supervisors and/or Program Coordinators; demonstrate effective oral and written communication in the division, not simply to inform, but also to share and to gather information or insights from colleagues. Advocate for and represent the division/department faculty, staff, and students; promote a collegial and inviting environment that promotes continual improvement by motivating faculty and encouraging professional development and innovation while working collaboratively with the college administrators to further the college mission, vision, and values and promoting student success.

Faculty Division Chairs are responsible for the non-delegable duties outlined in section 7.2.4 in the Faculty Agreement. These include the following:

- Plan, manage, and oversee the Department/Division budget.
- Review and provide final approval for the evaluation of Adjunct Faculty
- Review and provide final approval for Department/Division reports (e.g., annual reports, staffing request, program reviews)
- Facilitate Department/Division meetings
- Address, manage, and work to resolve conflicts
- Manage and work to resolve formally registered student concerns
- Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan



- Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff and to ensure adherence.

Additional Division Chair Responsibilities include:

**VI.2. Instructional Leadership**

- VI.2.1. Supervises and evaluates division/department programs; can be delegated and identified in the Division Charter
- VI.2.2. Recommends the addition, elimination, and/or change of courses, curricula, and programs in accordance with program review, enrollment, articulation, and community needs; can be delegated and identified in the Division Charter
- VI.2.3. Maintains a file of current syllabi, for each course currently taught in the division
- VI.2.4. Plan, manage and oversee the Department/Division class schedule; can be delegated and identified in the Division Charter

**VI.3. Personnel Responsibilities**

- VI.3.1. Oversees division/department student work study and temporary employees; can be delegated and identified in the Division Charter
- VI.3.2. Submits requests for Residential Faculty Positions to the Faculty Staffing Advisory Committee and follows outlined procedures
- VI.3.3. Verifies and/or recommends faculty assignments, evaluations, overloads, time & labor, faculty travel approvals, course assignments, and similar processes;
- VI.3.4. Recommends hiring, retention or dismissal of division/departmental residential and adjunct faculty and staff as referenced by the Faculty Agreement and/or Staff Policy Manual;
- VI.3.5. Works with HR to hold adjunct faculty accountable for teaching qualifications and/or certification requirements and responsibilities;
- VI.3.6. Develops and administers a procedure for use of substitutes in the division/department;
- VI.3.7. With the faculty member, in consultation with the appropriate administrator, determines assignments with the final approval of the College President, as referenced verbatim in the Faculty Agreement.
- VI.3.8. Verifies faculty and staff accountability, as referenced in the Faculty Agreement
- VI.3.9. Serves on or appoints a representative to the Instructional Councils.

**VI.4. Administrative Duties**

- VI.4.1. Serves on college councils, teams, and committees and district committees
- VI.4.2. As needed, works with advisory committees
- VI.4.3. Facilitate Department/Division meetings and conducts a minimum of three (3) division meetings per semester and maintains a meeting summary

- VI.4.4. Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff and to ensure adherence
- VI.4.5. Shares responsibility with other college personnel for interpersonal communication at all levels including student, faculty and staff
- VI.4.6. Leads the division in the development of action plans /program review and division budget in alignment with the College mission, vision, goals, and strategic initiatives.
- VI.4.7. Plan, manage, and oversee the Department/Division budget
- VI.4.8. Establishes and maintains a divisional inventory of fixed and movable equipment not covered under the fixed asset inventory.
- VI.4.9. Recommends to the Vice President of Academic Affairs or designee recognized facility needs and modifications necessary for the functioning of the division/department;
- VI.4.10. Participates in the spring evaluation of the division/department chairs with the Vice President of Academic Affairs or designee as referenced in the Faculty Agreement; the evaluation shall include a review of the current year as well as planning parameters for the following year;
- VI.4.11. Additional duties for the mCLCTL Division Chair may be outlined in the Library Intergovernmental Agreement (IGA) (applies if the Division Chair also acts as the Co-Manager of the library)

**VI.5. Division/Independent Department Chair Hours and Compensation**

- VI.5.1 All compensation, remuneration, overload teaching, administrative reassigned time, clerical support, and summer extended hours will comply with the Faculty Agreement, sections 7.2.7 thru sections 7.2.9.

**VI.6. Evaluation of Department/Division Chair and those performing delegated duties [RFA 7.8]**

- VI.6.1. Each Department/Division Chair and those performing delegated duties (Program Directors, Evening Supervisors, etc) shall be evaluated annually by the appropriate Vice President, or designee, Residential Faculty members, Adjunct Faculty members, and staff in the Department/division in a manner prescribed by the College Plan. The Evaluation shall include a review of the current year as well as plans for the following year. The annual evaluations of the Department/Division chair will be completed no less than thirty (30) days prior to the Department/Division Chair elections using a 360 review process. Faculty: Every year during the spring semester, each division/ independent department chair shall be evaluated by the faculty members of the division/independent department. Faculty will complete the evaluations forms in Appendix A of the College Plan and submit them to the Vice President of Academic Affairs by April 30th.
- VI.6.2. Vice President of Academic Affairs: In addition to reviewing the faculty evaluations with the chairs, the Vice President of Academic Affairs shall also evaluate each division/ independent department chair every year during the spring semester. The evaluations shall include a review of the current year as well as planning parameters for the following year.

## **VI.7. Vacancy**

- VI.7.1. If a chair of a division/ independent department is unable to fulfill his/her chair duties for 10 successive days of accountability or more or provides notice of an impending leave for 10 or more successive days, then the Vice President of Academic Affairs, Faculty Senate President, and the faculty members of the division shall, by consensus, determine a plan to select an acting division chair to serve until the division chair is able to fulfill his/her chair duties or until a new chair is selected. Compensation for the acting division chair shall comply with the Faculty Agreement and be determined by the Vice President of Academic Affairs and the College President.
- VI.7.2. A vacancy in a chair position shall be declared by the Vice President of Academic Affairs and the Faculty Senate President when a residing chair resigns, dies, is absent for 60 successive days of accountability, is reassigned, or is removed from office as described in VI.10. of the College Plan.
- VI.7.3. In the case of a vacancy, a new election will be held within two weeks to fulfill the remainder of the term. The procedures for the balloting and tabulation of results shall be the same as outlined in V.3. of the College Plan for regular chair elections, with the timeline to be determined by the President of Academic Affairs and the Faculty Senate President.
- VI.7.4. The Vice President of Academic Affairs or designee, Faculty Senate President, and faculty members of the division with the chair vacancy, may, if a consensus is reached, make exceptions to the process for declaring and filling chair vacancies.

## **VI.8. Removal of Division/Department Chair**

The process for Division/Department Chair removal will follow the prescribed procedures identified in the Faculty Agreement Article 7.9. Removals can take place by administrative evaluation process or by recall of residential faculty vote. Both processes are described in the Faculty Agreement.

## **VII. Evening Supervision**

### **VII.1 Evening supervision is an appointed position.**

- VII.1.1. The division/department chair recommends and the VPAA or designee approves the evening supervisor on a semester basis. The evening supervisor is responsible to the division/ department chair. The division/ department chair determines the disciplines supervised by an evening supervisor. The division/department chair may serve as evening supervisor.

### **VII.2 Goals**

- VII.2.1. Exhibit leadership in establishing academic priorities and managing the evening division/department program in conjunction with division/department chair.
- VII.2.2. Demonstrate effective oral and written communication in the division; not simply to inform, but also to share and gather information or insights with division colleagues.
- VII.2.3. Advocate for, and represent the evening program faculty, staff, and students;
- VII.2.4. Promote a collegial and inviting environment that promotes continual improvement;
- VII.2.5. Motivate faculty and encourage professional development and innovation;
- VII.2.6. Work collaboratively with the division/department chair and administration to further the college mission, vision, and values;

VII.2.7. Promote student success.

**VII.3 Responsibilities**

VII.3.1. Recruits, recommends for hire, and evaluates evening adjunct;

VII.3.2. Assists the division/department chair in developing the evening class schedule;

VII.3.3. Assists the division/department chair in resolving student, staff or community complaints or issues;

VII.3.4. The division/department chair and evening supervisor(s) are jointly responsible for making final decisions on any of the above. If a conflict cannot be mutually resolved, the division/department chair will make a recommendation to the VPL or designee who will then make the final decision.

VII.3.5. The Chair may delegate other duties outlined in the Faculty Agreement Article 7.2.4.

**VIII. Program Directors (Academic, Service, Occupational)**

**VIII.1 Program Director is an appointed position.**

VIII.1.1. The division/department chair recommends and the VPAA or designee approves the program directors on a semester basis. The program director is responsible to the division/department chair and may be removed by the division/department chair. The division/department chair determines the disciplines supervised by the program director. Division/department chairs may serve as program director.

**VIII.2 Goals**

VIII.2.1. Exhibits leadership in establishing academic priorities and managing the program in conjunction with the division/department chair;

VIII.2.2. Demonstrates effective oral and written communication in the division; not simply to inform, but also to share and gather information or insights with division colleagues.

VIII.2.3. Advocates for, and represent the program faculty, staff, students, and community;

VIII.2.4. Promotes a collegial and inviting environment that promotes continual improvement;

VIII.2.5. Motivates faculty, students, and community members and encourage professional development and innovation;

VIII.2.6. Works collaboratively with the division/department chair and administration to further the college mission, vision, and values;

VIII.2.7. Promote student success.

**VIII.3 Responsibilities may include the following:**

VIII.3.1. Plans, coordinates, and supervises program activities and develop procedures with the division/department chair and appropriate administrator;

VIII.3.2. Networks and collaborates with other departments, colleges, and community groups to implement and develop programs.

VIII.3.3. Develops action plans with the division/independent department chair.

VIII.3.4. Facilitates and recommends faculty, staff, and student hiring, training, and evaluation with the division/department chair.

- VIII.3.5. Coordinates plans to seek external funding and fund-raising in collaboration with the division/department chair and appropriate administrator.
- VIII.3.6. Coordinates meetings, events, recruitment/retention, scholarships, and travel (when applicable) with the division/department chair and appropriate administrator.
- VIII.3.7. Schedules courses in the program in collaboration with the division/department chair and administrative assistant.
- VIII.3.8. Assists the division/department chair in resolving student, staff or community complaints or issues concerning the program;
- VIII.3.9. The division/department chair and program coordinator(s) are jointly responsible for making final decisions on any of the above. If a conflict cannot be mutually resolved, the division/department chair makes a recommendation to the VPL or designee who then makes the final decision.
- VIII.3.10. The Chair may delegate other duties outlined in the Faculty Agreement Article 7.2.4.

**VIII.4. The Co-Manager of the Library will:**

- VIII.4.1. Also serve as the Director of the Library;
- VIII.4.2. Fulfill all of the responsibilities and duties as described in Section 3.7 of the Intergovernmental Agreement;
- VIII.4.3. Fulfill all goals and responsibilities of a Program Director as outlined in Section VIII.2. and VIII.3. of this College Plan;
- VIII.4.4. Not concurrently serve as the Division/Department Chair;
- VIII.4.5. Manage resources and facilities of the Library in conjunction with the Division/Department Chair and the appropriate administrator;
- VIII.4.6. Serve as the District Library Council representative;
- VIII.4.7. Serve on a Council within the Shared Governance Model;
- VIII.4.8. Develop, coordinate, and communicate requests for instruction and other services with the Department/Division Chair and faculty;
- VIII.4.9. Be appointed by the following process:
  - VIII.4.9.1. The Department/Division Chair will seek the input of the Phoenix Public Library Co-Manager and the Residential Faculty of the Library regarding desired qualifications for the position of Co-Manager. The Department/Division Chair will request nominations or self-nominations from all Residential Faculty of the Library. The Residential Faculty of the Library will vote by established Department/Division procedure.
- VIII.4.10. The Co-Manager of the Library will serve a three-year term off-cycle from the Division/Department Chair.
- VIII.4.11. The Co-Manager of the Library may be considered for removal as described in Section VI.10. of this College Plan. Petitions for removal must be signed by three-fourths (3/4) of the Residential Faculty of the Library.
- VIII.4.12. In the event of a vacancy in the Co-Manager position, the provisions of Section VI.9. of this College Plan will apply.
- VIII.4.13. The selection, goals, and responsibilities of Evening Supervisors in the Library will follow the procedures outlined in Section VII. of this College Plan.
- VIII.4.14. The College President, or designee, in consultation with the Division Chair and Co-Manager of the Library, will determine the compensation for the Co-Manager of the Library.

## **IX. Faculty Leadership Roles**

Description of Roles:

### **IX.1 Honors Coordinator:**

- IX.1.1. Administration of new applicants and current honors program students, including oversight of eligibility requirements for Presidents' Honors Scholarship and Honors Achievement Award; ensuring students meet continuing honors credit, GPA, and co-curricular event requirements; and processing financial aid paperwork;
- IX.1.2. Administration of Chancellor's and Foundation scholarships, which includes managing a selection committee, attendance at the annual scholarship reception, processing financial aid paperwork, and ensuring students meet continuing requirements;
- IX.1.3. Perform grade checks after the end of each semester to determine eligibility for the following semester and notify students of their scholarship status. Coordinate with faculty to offer honors-designated classes and work with faculty to recruit continuing students;
- IX.1.4. Maintain a Canvas site for communicating with honors program students about upcoming events and tracking the students' program requirements, such as co-curricular event reflections;
- IX.1.5. Coordinate and participate in recruiting events on campus such as Cougar Day and Club Day, as well as attend recruiting events at feeder high schools when appropriate;
- IX.1.6. Track students that meet the Honors Program Graduate requirement and order medals prior to graduation;
- IX.1.7. Represent SMCC at monthly District Honors Instruction Council meetings;
- IX.1.8. Collect and share campus data as requested;
- IX.1.9. Host events including Honors Forum Lecture speaker meals, a Presidents' Honors Scholars reception, end of semester showcases, and Honors Convocation;
- IX.1.10. Administration of the Honors Program budget;
- IX.1.11. Supervise Honors Program Assistant (RPS) and student worker (College work study);
- IX.1.12. Act as the All USA Scholarship nominator for SMCC (on behalf of the College President) which includes managing a selection committee and attending an annual scholarship reception.

### **IX.2 Curriculum Development Facilitator:**

- IX.2.1. Serve as the faculty representative to the District Curriculum Committee (DCC);
- IX.2.2. Provide guidance/training for faculty in the curriculum process;
- IX.2.3. Assist faculty in writing and developing curriculum proposals for new/modified programs;
- IX.2.4. Assist the VPAA, Dean of Academic Affairs, and faculty through all phases of the program development and modification;
- IX.2.5. Review curriculum proposals in preparation for college and DCC meetings.

### **IX.3 International Education Coordinator:**

- IX.3.1. Coordinate student activities, speakers on campus, study abroad program, celebrations for special months, and maintain the international office on campus. Leads planning committee for International Education.

**X. Changes to the College Plan**

X.1 A proposal for change in the SMCC College Plan may be presented to the Faculty Senate by any residential faculty at South Mountain College or by the College President or by the Vice President of Academic Affairs. Amendments must first be approved by a two-thirds majority of the SMCC Faculty Senate votes cast at a Faculty Senate Meeting with a quorum of senators (elected representatives and senate officers) in attendance. Following Faculty Senate approval, the amendment will be voted on by the SMCC residential faculty, after receiving at least 1 weeks' notice. The amendment will be incorporated into the College Plan if it receives a majority of the residential faculty votes cast and is approved by the college president.

NOTE: Editorial changes such as correcting typographical errors, punctuation, formatting, and conforming terminology, which do not change the original content or intent of the language, are not considered amendments and may be made immediately by a majority vote of the Faculty Senate.

X.2 Changes in the College Plan will take effect at the beginning of the next academic year unless otherwise specified.

X.3 The College Plan shall undergo periodic review every five years or less by a subcommittee of the Faculty Senate. This subcommittee may choose to review the college's division/ independent department structure and propose changes.

X.4 Changes in the Faculty Agreement which directly affect policy in the SMCC College Plan will be incorporated into the SMCC College Plan within the calendar year of the Faculty Agreement changes.

\_\_\_\_\_  
Dr. Richard Daniel, College President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bernice Portervint, JD  
Interim Vice President of Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Dolores Urbieto, Faculty Senate President

\_\_\_\_\_  
Date

## APPENDIX A

### Division Organizational Structure

Discipline	Prefixes within each discipline
<b>Communication, Fine Arts &amp; Social Sciences</b>	
American Indian Studies	AIS,
Anthropology	ASB
Art	ARH, ART
Communication	COM
Dance	DAN, DAH
Early Childhood Education	CFS, ECH, EED
Education	EDU, EDM
History	HIS
Honors	HON
Humanities	HUM
Music	MHL, MTC, MUC, MUP
Philosophy	PHI
Political Science	POS
Psychology	PSY
Religious Studies	REL
Sociology	SOC
Storytelling	STO
Theater	THE, THF, THP
<b>Counseling</b>	
Counseling	AAA, BHS, CHA, CPD, CWE, ESS,
<b>Language Arts</b>	
Creative Writing	CRW
Creative Writing	CRW
English	ENG, ENH
English as a Second Language	ESL
Japanese	JPN, JPH
Journalism	JRN
Languages	ARB, FRE, GER, NAV, SLG, SPA, SPH, TRS, YAQ
Reading	CRE, RDG
Women's Studies	WST

(continued on next page)



**APPENDIX A, continued**

**Division Organizational Structure**

<b>MyCareer, Library &amp; CTL</b>	
Accounting	ACC
Administration Justice	AJS
Culinary	CUL
Economics	ECN
Entrepreneurship	EPS, SBS, SBU
General Business	GBS, MKT, MGT, CIS103
General Computing	BPC, CIS, BPC100, BPC111AA, BPC110, CIS105, CIS 121AI, CIS114AE, CIS118AB, CIS121AE, CIS280
Health & Wellness	EXS, FON, HES, PED, REC
Health Care Related	HCC, HCR
Information Studies	IFS
IT Workplace Support	CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS213DE, CIS214DE, CIS217AM
Networking	CNT, ITS, MST, CIS126DL, CIS190, CIS238DL, BPC170, BPC270, CIS177, CIS277, CIS197
Pharmacy Tech	CSR, PHT
Programming and Mobile Development	CSC, IND, CIS150, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS225AB , CIS259, CIS262AD, CIS263AA, CIS298AC
Real Estate	REA
Web Apps/Development	CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DG, CIS120DL, CIS120DO, CIS120DP, CIS121AI, CIS132, CIS133DA, CIS136, CIS138DA, CIS166AA, CIS166AE, CIS220DC, CIS220DF, CIS233DA , CIS233DC, CIS235, CIS276DA
<b>Math, Science &amp; Engineering</b>	
Engineering	ECE, EEE
Geosciences	GLG, SSH, SUS,
Life Sciences	BIO,
Math	MAT
Phlebotomy	PLB
Physical Sciences	AST, CHM, PHS, PHY

**APPENDIX B**

Division/Department Chair Evaluation

Division: \_\_\_\_\_ Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_ Academic Year: \_\_\_\_\_

***The purpose of this Division/Department Chair evaluation is to facilitate continuous improvement!***

In evaluating your chairperson, place a "" in the space next to the number that best indicates the frequency of each item.

X = Unable to rate or I have no information about this item	2 = Sometimes occurs
1 = <u>Never</u> or <u>rarely</u> occurs	3 = Occurs <u>often</u> or <u>extremely</u> often

- 1) X\_\_ 1\_\_ 2\_\_ 3\_\_ Accepts responsibility for own decisions.
- 2) X\_\_ 1\_\_ 2\_\_ 3\_\_ Demonstrates consistency in making decisions.
- 3) X\_\_ 1\_\_ 2\_\_ 3\_\_ Objectively identifies and explores alternatives to problems encountered.
- 4) X\_\_ 1\_\_ 2\_\_ 3\_\_ Is open to new ideas for the division.
- 5) X\_\_ 1\_\_ 2\_\_ 3\_\_ Listens attentively to others and is sensitive to faculty concerns.
- 6) X\_\_ 1\_\_ 2\_\_ 3\_\_ Deals with inappropriate behavior of others with resourcefulness, timeliness, & professionalism.
- 7) X\_\_ 1\_\_ 2\_\_ 3\_\_ Accepts constructive criticism and suggestions from others.
- 8) X\_\_ 1\_\_ 2\_\_ 3\_\_ Uses written communication which is clear, accurate, and complete.
- 9) X\_\_ 1\_\_ 2\_\_ 3\_\_ Communicates orally in a clear and effective manner.
- 10) X\_\_ 1\_\_ 2\_\_ 3\_\_ Provides resourceful leadership for instructional programs.
- 11) X\_\_ 1\_\_ 2\_\_ 3\_\_ Encourages innovations.
- 12) X\_\_ 1\_\_ 2\_\_ 3\_\_ Keeps communication lines open by creating a climate for discussion and debate.
- 13) X\_\_ 1\_\_ 2\_\_ 3\_\_ Plans and organizes current operations effectively.
- 14) X\_\_ 1\_\_ 2\_\_ 3\_\_ Facilitates short & long-range planning.
- 15) X\_\_ 1\_\_ 2\_\_ 3\_\_ Encourages faculty to achieve high standards in teaching.
- 16) X\_\_ 1\_\_ 2\_\_ 3\_\_ Is readily available for consultation or discussion during posted office hours.
- 17) X\_\_ 1\_\_ 2\_\_ 3\_\_ Responds to faculty suggestions in a timely manner.
- 18) X\_\_ 1\_\_ 2\_\_ 3\_\_ Encourages opportunities for and facilitates development of new leadership.
- 19) X\_\_ 1\_\_ 2\_\_ 3\_\_ Conducts division/department meetings effectively and brings issues raised in division chair meetings back to the faculty for discussion in a timely manner.
- 20) X\_\_ 1\_\_ 2\_\_ 3\_\_ Fairly represents views of division members and communicates to division members the decisions made in chair meetings.
- 21) X\_\_ 1\_\_ 2\_\_ 3\_\_ Encourages mutual support & instructional collaboration among division/ department members
- 22) X\_\_ 1\_\_ 2\_\_ 3\_\_ Builds class schedules with faculty input effectively.
- 23) X\_\_ 1\_\_ 2\_\_ 3\_\_ Coordinates areas within the division/department effectively and efficiently.
- 24) X\_\_ 1\_\_ 2\_\_ 3\_\_ Resolves division/department complaints professionally, effectively, & efficiently.

1. Do you feel the lines of communication are effective between employees within the division/department?  
Majority of time \_\_\_\_ Seldom \_\_\_\_  
What improvements could be made? \_\_\_\_\_  
\_\_\_\_\_
2. Do you feel the lines of communication are effective from the Administration through the  
Division/Department Chair to division/department faculty? Majority of time \_\_\_\_ Seldom \_\_\_\_  
What improvements could be made? \_\_\_\_\_  
\_\_\_\_\_
3. What could the division/department do to improve your division/department? \_\_\_\_\_  
\_\_\_\_\_
5. What could the division/department chair do to be more effective as a division/department chair? \_\_\_\_\_  
\_\_\_\_\_
6. What would you like to commend or recognize the division/department chair for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

USE THE SPACE BELOW AND THE BACK OF THIS PAPER TO CLARIFY ANY OF YOUR RESPONSES AND TO MAKE OTHER COMMENTS.

Thank you for your time in filling out this evaluation!

## APPENDIX C Division Charters

### **CFASS Division Charter: (last amended 10.2022)**

The Residential Faculty of the CFASS division at SMCC adopts the philosophy, mission, and organizational principles and practices outlined in this Charter.

#### **I. Philosophy, Vision, Mission, Values**

- The Division is dedicated to creating diverse, inclusive, and equitable social and educational experiences for students. Upon completion of their fields of study, students will acquire an appreciation for various liberal arts and social sciences disciplines. Students will demonstrate effective oral, written, and visual communication practices. Students will also demonstrate effective critical thinking and creative problem-solving strategies.
- The Division supports SMCC's vision in educating minds, transforming lives, touching hearts and building communities.
- The Division supports SMCC's mission in providing quality higher education for our diverse community, creating a caring teaching and learning environment that fosters student development, and supporting productive citizenship in an increasingly global and technological society.
- The Division aligns with SMCC in meeting student needs by offering general education courses, transfer programs, continuing education, cultural, civic, and social events, and providing academic support for our students.
- The Division also supports other divisions and support at SMCC with providing occupational education and career development, developmental studies and English as a second language, and various quality student services and programs.
- The Division aligns with SMCC's core values: collaboration, community, excellence, integrity, and well-being.

#### **II. Policy for Approving and Amending the Charter:**

##### **1.1 Voting Members and the Role of Adjuncts**

- All Residential Faculty within the Division are voting members, including the Division Chair and probationary faculty.
- Adjunct faculty within the Division will be provided with the opportunity and sufficient time to review proposed amendments to the charter and provide feedback for consideration. This feedback will be collected and shared with all the Residential Faculty in the division at least two days prior to the division meeting when the vote will be held.

##### **1.2 Voting Methods**

- Voting may take place in-person or virtually.
- Any voting member may vote *in absentia* due to sickness, travel, leave, or exigent reasons.
- Upon petition by any voting member, the Division will collectively decide whether a vote warrants anonymity.

##### **1.3 Process for Amending the Charter:**

Any Residential Faculty member of the Division may propose amendments to the Charter at any time. A written proposal, describing the nature and necessity of the suggested amendment, will be shared with all faculty members in the Division with sufficient time for review. The Chair will present the amendment for discussion at

the next available Division meeting. After discussion, the Chair will call for a vote. The Charter is amended and adopted by a two-thirds vote of all eligible voting members within the Division. If the amendment is adopted by 2/3rds vote, the proposed amendment will then move forward to the Faculty Senate for review to ensure compliance with the Faculty Agreement and College Plan. If the Faculty Senate adopts the proposed amendments, the amendments will be considered fully adopted and enacted.

If the proposed amendment does not comply with the Faculty Agreement or College plan, the amendment will be sent back to the Division for review, revision, and resubmission at a future Division meeting. The Chair will present the revised amendment to the Division for a discussion and vote. A 2/3rds majority vote is required for the amendment to be enacted and moved forward for review and adoption by the Faculty Senate. If the Faculty Senate adopts the proposed amendments, the amendments will be considered fully adopted and enacted.

#### 1.4 Process for Updating the Charter and Charter Committee:

The Division Charter will be reviewed for alignment with the Division's philosophy, SMCC's vision, mission, and values, the Faculty Agreement, and the SMCC College Plan every three years. A Charter Committee will be formed for the review process. Any advocate(s) of Charter amendments shall not serve on the Charter Committee. The Charter Committee and/or the Division Chair may make recommendations for revision and alignment with the Faculty Agreement and College Plan. These recommendations shall be considered amendments and must pass a 2/3rds majority of the voting members in the Division. If the Charter Committee proposes amendments, the amendments must be submitted to the Division Chair as a written proposal to be disseminated to the faculty. The recommendation shall consist of: (1) the original proposal; (2) the effects of the proposed amendments and (3) a detailed rationale on the acceptance or rejection of the proposed amendments. The Division Chair will forward the report to all Residential Faculty and Adjuncts for review. Residential Faculty shall have sufficient time to review the proposals before the next Division meeting. Adjunct faculty shall have sufficient time to review the proposals and share feedback for consideration. At the next available Division meeting, the Chair will call for a discussion and vote. Amendments must be approved with a 2/3<sup>rd</sup> majority vote. If amendments are approved with a 2/3<sup>rd</sup> majority vote, the proposed amendments will then be sent to the Faculty Senate for review and adoption.

A proposed amendment that does not comply with the Faculty Agreement or College plan will be sent back to the Division for review, revision, and resubmission. The Charter Committee will provide the Chair with a written, revised amendment. The Chair will present the revised amendment to the Division for a discussion and vote. A 2/3rds majority vote is required for the amendment to be enacted and moved forward for review and adoption by the Faculty Senate.

A proposed amendment that does not receive a 2/3rds majority vote will be sent to the Charter Committee for review and revision. The Charter Committee will provide the Chair with a written, revised recommendation. The Chair will present the revised amendment to the Division for a discussion and vote. A 2/3rds majority vote is required for the amendment to be enacted and moved forward for review and adoption by the Faculty Senate.

#### 1.5 Conflict

In the event that the Division Charter is in conflict with the Faculty Agreement and/or College Plan, the Faculty Agreement and College Plan shall take precedence.

### III. Chair Duties

The Division Chair shall comply with the duties outlined in the Division Charter, the SMCC College Plan and the Faculty Agreement. The Division Chair is responsible for performing division duties in an efficient, equitable, and collective manner.

*This is a list of the common Chair duties with suggestions on the duties that should be kept by the Chair and the duties that can be delegated. The Chair may keep all of the duties and corresponding compensation or she/he may delegate the delegable duties along with the compensation. The Charter should identify how the delegable duties will be assigned and the percentage of compensation that goes with the duties. (From 7.2.4 of the Faculty Agreement)*

Duties That Cannot Be Delegated	Duties That Can Be Delegated
<ol style="list-style-type: none"> <li>1. Plan, manage, and oversee the Department/Division budget</li> <li>2. Review and provide final approval for the evaluation of Adjunct Faculty</li> <li>3. Review and provide final approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)</li> <li>4. Facilitate Department/Division meetings</li> <li>5. Address, manage and work to resolve conflicts</li> <li>6. Manage and work to resolve formally registered student concerns</li> <li>7. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan</li> <li>8. Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff and to ensure adherence.</li> </ol>	<ol style="list-style-type: none"> <li>1. Plan, manage, and oversee the Department/Division class schedule</li> <li>2. Review and provide final approval for the selection of Adjunct Faculty</li> <li>3. Participate as a representative for the Department/Division</li> <li>4. Supervise and support Residential and Adjunct Faculty</li> <li>5. Chair Residential Faculty position search committees</li> <li>6. Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement</li> <li>7. Evaluate Adjunct Faculty</li> <li>8. Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual</li> <li>9. Supervisory duties including evening and summer supervision</li> <li>10. Evaluate dual enrollment faculty</li> </ol>

For the 2022-2023 academic year, the Division Chair will be remunerated based on the previous funding model outlined in Section D.1.3 in the 2017-2018 Residential Faculty Policy manual. For the 2022-2023 academic year. Reassigned Time Load for Delegable Duties (tentative) is outlined below:

Reassigned Time Description	Fall Load	Spring Load	Alignment with Delegable Duties
Evening Supervision	6	6	3, 4, 7, 8
Secondary Education Program Director	3	3	2,3
Art Coordinator	3	3	1,2,3,4
Music Industry Studies	3	3	
EDU Program Director	3	3	1,2,3,4,5
ECH Program Director	3	3	1,2,3,4,5
Music Performance Coordinator	6	6	1, 3, 4
Theatre Arts Director, Producer, and Coordinator	6	6	1,3,4,9
AAEC Storytelling Transitions Coordinator	6	6	2,3,4,7,9
Storytelling Program Director	3	3	1,2,3,4,7,9
Storytelling Workforce Coordinator	6	6	1,2,3,4,7,9

Chair remuneration may change and Reassigned Time for Delegable Duties may change depending on future revisions and adjustments of the supervisory compensation model, as well as the fluid nature of instructional load and its variable effects on the supervisory budget. For the current iteration of the supervisory budget, see Section 7.2.7 in the 2022-2023 Faculty Agreement.

#### **IV. Process of Identifying and Delegating Department/Division Leadership Roles:**

The Division Chair may delegate responsibilities and leadership roles in a manner consistent with the mission, goals, and priorities of the Division, the College, the College Plan, and the Faculty Agreement.

- Faculty whose primary discipline aligns with a program in the Division shall have preference governing and operating that program. In the event that there are two or more faculty members whose discipline aligns with a specific program, the coordinating duties shall be collectively decided among those faculty members. In the event that program duties cannot be performed by faculty in the field, then the Division will collectively decide how to proceed with delegating duties for the short-term or long-term.
- Evening supervision for courses will be delegated to faculty based on disciplinary expertise. Evening supervisors cannot supervise their own courses.
- Miscellaneous workload necessary for the day-to-day operations of the Division will be collectively decided by residential faculty.
- The Chair may revoke delegated duties each semester with just cause. The Chair must provide written (on paper or electronically) notice of the revocation to the faculty in the leadership role at least 2 weeks prior to the duties being revoked.

#### **V. Course Assignments:**

In accordance with the needs of the college and each program in the Division, the Division Chair will work fairly and collaboratively with each faculty member when developing the course schedule. Faculty who share the same discipline will collaboratively decide their course loads prior to consulting to the Division Chair on scheduling. All course scheduling and approval of faculty load forms will then be finalized by the Division Chair, the VPL, and HR. A Division faculty member may be invited to attend and participate in Go-No-Go—the VPL will be notified in advance.

#### **VI. Book Selection:**

- All program coordinators will work collectively with faculty in that program to determine the most appropriate textbooks and/or resources to be adopted.
- Residential faculty within each discipline will collectively decide the most appropriate textbooks and/or resources to be adopted for that discipline.
- Faculty will work with the Division Administrative Specialist and the bookstore manager with textbook orders in a timely manner. If Open Educational Resources are used, faculty will notify the Division Administrative Specialist to note the usage of OER on Find-a-Class—preferably when the course schedule is live and students are allowed to register.

#### **VII. Department/Division Meeting Schedule:**

In compliance with the College Plan (Section VI.5.4), the Chair will schedule a minimum of three Division meetings. These meetings may consist of the entire division or discipline-specific meetings. Meetings may be scheduled in-person or virtually, and meetings shall be scheduled during optimal times throughout the day or as collectively-determined by the Chair and faculty. The Chair shall prepare and distribute an agenda for all formal Division meetings.

## VIII. Adjunct Rights and Support

### 7.1 Adjunct Support:

- The Division recognizes that adjuncts are invaluable members of the Division and college and will respect and honor adjunct faculty rights outlined in the Adjunct Handbook and the Faculty Agreement.
- Adjuncts will be afforded the necessary resources and support for their classrooms, professional development, and Division-specific duties.

### 7.2 Process for Reappointment of Department/Division Adjunct Faculty:

- Division program coordinators will primarily be responsible for hiring, appointing, evaluating, and reappointing adjuncts in their specific program.
- The Division Chair shall consult with lead faculty as much as possible in hiring, appointing, evaluating, and reappointing adjuncts within their respective disciplines.
- The Chair shall preferably notify adjuncts at least two months before the semester starts of their schedules so they can plan accordingly. All scheduling is based on the enrollment needs and trends of the Division and College. Adjuncts will be notified if their courses are canceled, the reason for cancellation.
- Adjuncts that are not reappointed will be notified, preferably during the scheduling process for the upcoming semester, and provided with a specific reason for non-reappointment.
- On occasion, adjuncts already working within the Division will be notified of teaching opportunities that may open up on short notice before searching for adjuncts inside/outside the district.

## IX. Expectations of Department/Division Faculty:

All faculty members are expected to perform their pedagogical and professional obligations within their Divisions, the college, and the district. Faculty members are expected to comply with the Division Charter, the College Plan, and the Faculty agreement. Faculty members are expected to work collegially with their colleagues, staff, and students.

## X. Department/Division Committees:

- Long-term standing committees and short-term *ad hoc* committees for the overall governance of the Division shall consist of Division faculty from different disciplines. The committee structure shall be collectively decided by the entire Division and operate in the spirit of transparency and collective decision making.
- Long-term standing committees and short-term *ad hoc* committees created within a specific program or discipline. The committee structure shall be collectively decided by faculty within the program or discipline and operate in the spirit of transparency and collective decision making.
- Adjunct faculty should be invited to participate on long-term standing committees and *ad hoc* committees for the overall governance of the Division, on approval of the Chair, shall be compensated appropriately. Participation and compensation is contingent on available funds within the Division budget.



## **Counseling Division Charter: (last amended Fall 2023)**

The Residential Faculty of the Counseling and Behavioral Sciences Division at SMCC adopts the philosophy, mission, and organizational principles and practices outlined in this Charter.

### **Charter (Residential Faculty Agreement (RFA) Article 1)**

The Charter is a document developed by each College's Departments and/or Divisions that reflects how the Department/Division has determined to organize itself and make decisions. The purpose of the Charter is to allow Departments and Divisions flexibility in their self-governance while ensuring transparency and participation as appropriate by all Full-Time and Adjunct Faculty within the unit. A Charter template outlines the required and recommended components of the Charter and is reviewed by the College's Faculty Senate.

### **Department/Division Philosophy and Mission:**

1. Guidelines for Approving and Amending the Charter
  - 1.1. Approval
  - 1.2. Voting Members
  - 1.3. Updating to Assure Compliance
  - 1.4. Conflict
2. Process of Identifying, Selecting, and Delegating Department/Division Leadership Roles: *Required (RFA 6.3, 7.2.4, 7.4.4)*
3. Process for Elements of Shared Academic Freedom: *Required (RFA 6.3)*
4. Course Assignments: *Required (RFA 6.3)*
5. Department/Division Meeting Schedule: *Required (RFA 6.3)*
6. Expectations of Department/Division Faculty: *Required (RFA 6.3)*
7. Adjunct Rights and Support
  - 7.1. Process for Assignment of Department/Division Adjunct Faculty Members: *Required (RFA 6.3)*
  - 7.2. Adjunct Support: *Required (RFA 6.3)*

### **Department/Division Philosophy and Mission:**

South Mountain Community College Counseling and Behavioral Sciences Division fosters student success by providing quality learning experiences via instructional and service modalities that promote academic achievement, career preparedness, and personal growth. We support all students, faculty, and staff by promoting resilience and mental, emotional, and social well-being to build a healthy campus and community.

We are committed to SMCC's Mission to provide "quality higher education for our diverse community" through means of "a caring teaching and learning environment that fosters student development and supports productive citizenship.

#### **Objectives:**

- To provide a safe and supportive educational environment where teaching and learning are top priorities.
- To provide counseling support services in a caring, safe, and empathic environment
- To foster student self-efficacy in developing skills to produce quality work, lifelong learning, and teamwork.

- To maintain the standards of counseling best practices by continuing professional growth and development, training, and engagement.
- To model effective communication and organizational performance through our commitment to individual competence, accountability, integrity, self-management, and professional actualization.
- To promote and foster a diverse, equitable, and inclusive environment for our students, colleagues, and community stakeholders to create a greater sense of belonging.

## 1. Guidelines for Approving and Amending the Charter:

### 1.1 Approval

**Initial Charter:** Comments will be collected from all Division faculty (eligible and non-eligible voting members) and staff via a shared document and given to residential members for consideration at least two days before the vote is held. The initial Charter will be approved by the majority and amended by a 2/3<sup>rd</sup> vote of the Division's eligible voting members.

All proposed amendments must comply with the Faculty Agreement and College Plan. Amendments will be proposed as a written motion and submitted to all division members, including OYO/OSO and staff, describing the nature and need of the amendment. Amendments will be submitted before the next Division Chair election and implemented at the start of the new Chair's term. Amendments will not be implemented midterm without the consent of the Chair; this allows for consistency in the Charter within a Chair's term and also allows Division Chair candidates to be aware of the Charter rules that they will be subject to if elected.

Residential faculty members will be given a minimum of three instructional days to read and consider the proposed amendment. Faculty and staff comments will be collected by the Chair via a shared document and given to residential members for consideration at least two days before the vote is held. The proposal will be discussed at a division meeting. If at least two-thirds of the eligible voting members (refer to 1.2 for eligible voting members) approve, it will be enacted, subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. If a proposed amendment does not obtain the two-thirds vote, the faculty member submitting it may (after making the changes advised by the Division and/or the Faculty Senate in its discussion) resubmit it at a future division meeting.

### 1.2 Voting Members

All Residential faculty members within the Division are considered to be voting members—the division chair votes as a regular voting member of the faculty. Any voting member may vote *in absentia* due to sickness, travel, leave, or exigent reasons.

### 1.3 Updating to Ensure Compliance

Every third year from the year of approval, the Chair will appoint an ad hoc committee to review the Charter in its entirety. Revisions and updates will be written to align with the current Faculty Agreement and the College Plan. If the budget permits, allowances will be given for amendments.

### 1.4 Conflict

In any event, in which this Charter is in conflict with the Faculty Agreement and/or College Plan, the Faculty Agreement and College Plan shall take precedence.

The Chair may revise a specific section of the document to comply with District and College policies at any time. Such a revision will be treated as an amendment. It must be reviewed and approved by the Division’s voting members.

**2. Process of Identifying, Selecting, and Delegating Department/Division Leadership**

**Roles: Required (RFA 6.3, 7.2.4, 7.4.4)**

All division Leaders collaborate with district, college, and division leadership and complete their duties in an efficient and professional manner.

All division leadership roles will be remunerated in accordance with current policy. The Chair shall follow the duties and obligations of a chair as outlined in the Faculty Agreement, College Plan, and the Division Charter. The Chair is primarily responsible for operating the Division efficiently and professionally. This includes day-to-day operations and policy implementation to support the needs of the Division.

The Counseling Division recognizes that institutional initiatives and challenges are dynamic and require the Chair to determine which, if any, delegable duties they choose to delegate, which may change such duties on a semester-by-semester basis.

The following lists duties that should be kept by the Chair and those that can be delegated. The Chair may hold all the duties and corresponding compensation, or she/he may delegate the delegable duties along with the compensation. The Chair should identify how the delegable duties will be assigned and the percentage of compensation that goes with the duties. **Duties that can be delegated may not exceed 40%.**

<p><i>RFA 7.2.4: The Department/Division Charter shall specify which of the duties listed in Article 7.2.4.1 shall be performed by the Faculty Chair in exchange for their Chair stipend and required Chair reassigned time. The Department/Division Charter shall also specify how the Faculty Chair shall perform any remaining duties in Article 7.2.4.1, as well as the dispensation of the remaining reassigned time. Additionally, the duties listed in Article 7.2.4.2 may be performed by any Department/Division faculty member in exchange for compensation as specified in the Department/Division Charter and in compliance with Article 7.4.4.</i></p>	
<p><b>7.2.4.1 Supervisory Duties Performed by the Faculty Chair</b></p>	<p><b>7.2.4.2 Other Department/Division Supervisory Duties</b></p>
<ol style="list-style-type: none"> <li>1. Plan, manage, and oversee the Division budget.</li> <li>2. Facilitate Division meetings.</li> <li>3. Ensure all other Department/Division Supervisory Duties are performed.</li> <li>4. Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department/Division faculty and staff.</li> <li>5. Review and provide final approval for the selection and evaluation of Adjunct Faculty in accordance with current Human Resources procedures.</li> <li>6. Review and provide Department/Division level approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews).</li> </ol>	<ol style="list-style-type: none"> <li>1. Oversee program development (e.g., facilitate relevant committee meetings, plan professional development, engage in community outreach, manage official documentation, coordinate marketing)</li> <li>2. Participate as a representative for the Department/Division at college and district committee meetings (i.e., Instructional Council, Developmental Education Council, etc.).</li> <li>3. Plan, manage, and oversee the Division class schedule.</li> <li>4. Collaborate with the Chair to plan and manage the relevant class schedule.</li> <li>5. Coordinate and manage program reports, assessment activities, and annual reviews.</li> </ol>

<ol style="list-style-type: none"> <li>7. Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement.</li> <li>8. Determine Department/Division class schedules subject to final approval by the VPAA or designee.</li> <li>9. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures outlined in the College Plan.</li> <li>10. Review and provide final approval for the evaluation of adjunct faculty.</li> <li>11. Address, manage, and work to resolve conflicts.</li> <li>12. Manage and work to resolve formally registered student concerns.</li> <li>13. Chair Residential Faculty position search committees.</li> <li>14. Identify, select, and evaluate other supervisory and non-supervisory roles according to the procedure outlined in the College Plan.</li> </ol>	<ol style="list-style-type: none"> <li>6. Review and provide final approval for the selection of Adjunct Faculty.</li> <li>7. Participate as a representative for the Division.</li> <li>8. Coordinate with the Chair to supervise and support Full-Time and Adjunct Faculty</li> <li>9. Coordinate with the Chair to evaluate Adjunct Faculty</li> <li>10. According to the Staff Policy Manual, supervise, support, and evaluate staff and temporary employees.</li> <li>11. Perform supervisory duties, including evening and summer supervision.</li> <li>12. Evaluate dual enrollment faculty.</li> <li>13. Represent the Department/Division on college leadership councils.</li> <li>14. Coordinate with the Chair to recruit, review, and recommend Adjunct Faculty in accordance with current Human Resources procedures.</li> <li>15. Perform supervisory duties, including evening and summer supervision.</li> </ol>
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The Chair may delegate responsibilities and leadership roles in a manner consistent with the Faculty Agreement and the College Plan. The Chair assigns workload, including, but not limited to, the assignment of teaching responsibilities, and distributes responsibilities in consultation with individual Residential and Adjunct faculty members each semester in accordance with the mission and priorities of the College and the goals of the Division.

The Chair may revoke delegated duties each semester. The Chair must provide written (in writing or electronic communication) notice of the revocation to the faculty in the leadership role at least three weeks prior to the duties being revoked.

Assignment of additional division leadership roles and delegable duties, indicated in the table below, shall be determined by the Chair in collaboration with discipline faculty. In the event that program duties cannot be performed by faculty in the discipline, then the Division will collectively decide how to proceed with delegating duties for the short-term or long-term.

Division Leadership Roles, delegable duties, and compensation are outlined in the table below. This compensation model is based on the most current supervision budgeting information. If the College's Supervision Budget is decreased, the Division will discuss those changes and collectively determine how to make necessary adjustments.

Division Leadership Roles	Alignment with Duties	Compensation
Chair	1-14	As Per Faculty Agreement
BHS Occupational Program Director		6 load
BS Bachelor Coordinator	1 - 10	3 load
FYE/CPD Coordinator	1 - 10	3 load

**3. Expectations of Division Faculty and Staff:** Division faculty/staff are expected to meet their professional and institutional commitments at the College and within the Division. Faculty/staff should familiarize themselves with the Faculty Agreement, the College Plan, and the division charter to ensure compliance with all policies and procedures. Faculty/staff should be active participants as committee members, student advocates, or in whatever capacity they can render the best service in the affairs of the Division, the College, and the District.

**3. Process for Elements of Shared Academic Freedom: *Required (RFA 6.3)***

Faculty are afforded broad latitude in selecting instructional materials for their courses in the interest of academic freedom. Faculty are encouraged to know and consider the cost to students of books and other course materials and to seek ways to minimize that cost. As much as possible, the Counseling Division commits to Open Educational Resources (OER) and/or low-cost materials.

The Division, through relevant discipline committees, will establish default course materials for use in instruction, such as textbooks or OER materials. Adjunct faculty who desire to replace the default textbook should confer with the Discipline Director/Coordinator and Division Chair.

All select course textbooks and OER materials will be reviewed annually by the instructional faculty and/or the Discipline Coordinator to ensure currency and relevance.

Additionally, the discipline faculty will collaboratively determine common course student learning outcomes (SLOs), common assignments, assessments, and/or Canvas elements as are necessary to facilitate program assessment in accordance with HLC, MCCC, and SMCC policies, Instructional Council guidelines, and disciplinary best practices.

**4. Course Assignments: *Required (RFA 6.3)***

Course assignments are made by the Chair/Program Director/Coordinator consistent with the mission, priorities, and instructional needs of the Division and the College in an efficient and fair manner. When appropriate, based on teaching qualifications, seniority is taken into consideration. In consultation with each faculty member, the Chair/Program Director/Coordinator determines the course load distribution for each faculty member consistent with faculty teaching loads, expertise, and based on current needs. Additional guiding considerations may include:

- Course staffing decisions will be made on a semester-by-semester basis.
- Residential Counseling Faculty roles include both teaching and providing services.
- Residential Counseling Faculty will teach at least one-course section per semester unless there are departmental needs to teach more or less.
- When all scheduling needs can be adequately met and to assume a special Division project, Residential Counseling Faculty may be reassigned from their teaching duty for one semester per academic year.
- Residential Counseling Faculty may also be excused when there are not enough classes for all Residential Counseling Faculty. In this case, the Chair will seek volunteers to be excused from teaching that semester and will decide based on the time needed for that Counseling Faculty to work on other duties/special projects directly related to the Division.
- When teaching needs exceed the capacity that adjuncts can meet, or when other needs approved by the Chair are determined, a Residential Counseling Faculty Member may choose or be required to teach additional sections. In the event that this occurs, the Chair/Program Director/Coordinator will first seek volunteers, and then, it will be decided based on scheduling needs. If no volunteers are identified, the Chair will decide.
- Residential Counseling Faculty will be expected to teach courses within the hours and dates of accountability but may choose to teach courses for overload outside the accountability timeframe.
- Overload courses will be made available under the following circumstances: For additional courses above the teaching accountability threshold.

- Residential Counseling faculty will submit for Chair approval, their semester calendars reflecting 30 hours per week accountability M-F that include teaching, professional responsibilities, counseling services, committees, and other related responsibilities. The Chair will attempt to accommodate everyone's requests but may change aspects of the schedule while retaining the M-F 8:00 a.m. – 4:00 p.m. window to ensure adequate Division coverage for counseling services.

Classes will be scheduled and sections will be staffed with faculty using the best information available on the needs of students. Staffing will always be in accordance with the current Faculty Agreement policies. Every effort will be made to assign classes to highly qualified faculty, recognizing that qualification is complicated and encompasses several variables.

Staffing decisions should be mindful of the faculty's investment in preparing for a new course. When possible, faculty members who create a new course, revise the curriculum, or apply for AGEC values should be given preference to acknowledge that work. Similarly, faculty who have committed time to disciplinary professional development should be given preference to acknowledge their investment in professional growth.

Every reasonable effort should be made to accommodate faculty members' life circumstances. Faculty staffing should not result in excessive preps, strange schedules, or other unnecessary hardships. Faculty members should clearly communicate their circumstances and needs to the discipline coordinator and the division chair.

Staffing priority is as follows:

- Residential faculty core load, based on class availability and faculty expertise
- Residential faculty who have requested one overload
- Adjunct faculty who have requested to teach in person
- Adjunct faculty who have requested one assigned class

If more sections are available, further assignments can be made at the discretion of the Chair.

#### **5. Department/Division Meeting Schedule: *Required (RFA 6.3)***

When possible and practical, the Division will hold a monthly meeting of all full-time faculty and staff. The customarily scheduled time is from 12:00 p.m. - 2:00 p.m. bi-weekly. Residential faculty are expected to attend. Those unable to meet should confer with the division chair in advance to ensure they provide and receive essential information. Counseling faculty and staff may submit agenda items by the deadline requested. Agenda items will be added and addressed in meetings as time permits.

#### **6. Expectations of Department/Division Faculty: *Required (RFA 6.3)***

Faculty should be active participants as committee members, student advocates, and in whatever other capacity they can render the best service in the affairs of the Division, the College, and the District. Division faculty are expected to meet their commitments collegially and professionally. Faculty should familiarize themselves with the Faculty Agreement, the College Plan, and the Division Charter to ensure compliance with all policies and procedures.

The Division will maintain several committees appropriate to the current needs of the division and college. Those committees will establish their own meeting schedules according to their understanding of the work at hand. Residential faculty are expected to be consistently engaged in at least one of these committees as is appropriate for their usual teaching and service assignments.

**Division Committees:** Standing and ad hoc Division committee participation will be expected and necessary to fulfill Division initiatives. Division committees may be filled on a voluntary basis when possible but may be assigned by the Chair.

**Non-assigned district-wide / college-wide committees:** Counseling Faculty and staff may be interested in additional district-wide or college-wide committee participation. However, since participation in committees can also impact staffing availability for departmental duties, Counseling Faculty may participate in at least one district-wide or college-wide committee without the Chair's approval. Additional district/college committee participation may be considered with the approval of the Chair.

## **7. Adjunct Rights and Support**

### **7.1 Process for Assignment of Department/Division Adjunct Faculty Members: *Required (RFA 6.3)***

The Counseling and Behavioral Sciences Division has a significant interest in recruiting, developing, and retaining highly qualified adjunct faculty members. The Division is committed to adhering to the Adjunct Faculty rights outlined in the Faculty Agreement and recognizes that Adjunct Faculty are an integral part of the Division. The Division is committed to providing tools and resources to support Adjunct Faculty retention and success in the classroom.

Without this pool of colleagues, we would be unable to meet the needs of our students. Therefore, it is important to provide continuity of employment whenever possible.

Adjuncts will be appointed and reappointed in accordance with the policies in the Faculty Agreement. However, fluctuations in enrollment can create unanticipated staffing needs. As much as possible, the Chair will notify adjunct faculty of reappointment or non-reappointment two months in advance so that adjuncts are able to plan for the courses in their schedule for the next semester. It is understood by adjunct faculty that enrollment and College budgetary needs may impact reappointment.

Additional considerations include:

- Whether the adjunct is up to date on required training, coursework, and related requirements.
- Whether the adjunct has participated in optional/recommended Division trainings/professional development.
- Whether the adjunct complies with required District/Division requirements (e.g., submitting syllabus to Division in a timely manner)
- Instructor evaluations.

### **7.2 Adjunct Support: *Required (RFA 6.3)***

The Counseling and Behavioral Science Division is committed to providing tools and resources to support adjunct faculty retention and success in the classroom and adhering to the adjunct faculty rights outlined in the Faculty Agreement.

Recognizing that adjunct faculty are an integral part of the Division and that adjunct voices are essential to the achievement of division goals, when and where it is appropriate, adjunct faculty shall be invited to participate in division committees with appropriate compensation upon the approval of the Chair and with budgetary consideration.

**Voted and approved by members of the Counseling and Behavioral Sciences Division**

## Language Arts (LA) Division Charter: (Last amended 5.2023)

Spring 2023: The Residential Faculty of the Language Arts Division at SMCC adopt the philosophy, mission, and organizational principles and practices outlined in this Charter.

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7.2 Adjunct Support: Required (RFA 6.3)

### Department/Division Philosophy and Mission:

As the faculty of the SMCC Language Arts Department, we pursue multidisciplinary teaching and learning excellence through complementary disciplines that include Creative Writing, English, English as a Second Language, Reading, and World Languages.

We are committed to SMCC's Mission to "provide quality higher education for our diverse community, . . . a caring teaching and learning environment that fosters student development, and supports productive citizenship in an increasingly global and technological society."

We establish this charter to specify the guidelines and principles we will use to facilitate the creation of the Department culture we seek.

Our Mission is to:

1. Empower our students by honoring by honoring the knowledge and cultural experiences they bring to their classes
2. Create opportunities for students to build campus connections, such as clubs, activities, and service learning activities.
3. Provide students with transferable knowledge, skills, and resources to do their best work within and beyond the classroom
4. Model lifelong learning by actively engaging in the scholarship and continued improvement of teaching and learning
5. Establish and maintain a positive working environment of mutual respect



## 1. Guidelines for Approving and Amending the Charter:

### 1.1 Approval

Any faculty member may propose an amendment to the charter at any time. All proposed amendments must comply with the Faculty Agreement and College Plan. A written motion must be submitted to all members of the faculty, describing the nature of the amendment and documenting its need. Faculty members will be given a minimum of three instructional days to read and consider the proposed amendment. Adjunct faculty comments will be collected by the chair via a shared document and given to residential members for consideration at least two days prior to the vote being held. The proposal will be discussed at a division meeting, and if at least two-thirds of the eligible voting members (refer to 1.2 for eligible voting members) approve, it will be enacted, subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. If a proposed amendment does not obtain the two-thirds vote, the faculty member submitting it may (after making the changes advised by the division and/or the Faculty Senate in its discussion) resubmit it at a future division meeting.

### 1.2 Voting Members

All Residential faculty members within the division are considered to be voting members. The division chair votes as a regular, voting member of the faculty. Any voting member may vote *in absentia* due to sickness, travel, leave, or exigent reasons.

### 1.3 Updating to Assure Compliance

Every third year from the year of approval, the chair will appoint an ad hoc committee to review the charter in its entirety. Revisions and updates will be written to align with the current Faculty Agreement and the College Plan.

## 2. Process of Identifying, Selecting, and Delegating Department/Division Leadership Roles: Required (RFA 6.3, 7.2.4, 7.4.4)

All division Leaders collaborate with district, college, and division leadership and complete their duties in an efficient and professional manner.

All division leadership roles will be remunerated in accordance with current policy. The chair shall follow the duties and obligations of a chair as outlined in the Faculty Agreement, College Plan, and the Division Charter. The chair has primary responsibility for operating the division in an efficient and professional manner. This includes day-to-day operations and policy implementation to support the needs of the division.

Assignment of additional division leadership roles and delegable duties, indicated in the table below, shall be determined by the chair in collaboration with discipline faculty according to the process outlined below.

1. Residential faculty shall be given notice of available openings, and a position description will be provided.
2. Interested applicants will be invited to send an email to the chair applying for the position, addressing the duties outlined in the position description.
3. The chair will review the applications and if there are multiple faculty who are interested, the faculty whose primary discipline aligns with a program in the division shall have preference governing and operating that program. In the event that program duties cannot be performed by faculty in the discipline, then the division will collectively decide how to proceed with delegating duties for the short-term or long-term.

The chair may revoke delegated duties with just cause. The chair must provide written (on paper or electronically) notice of the revocation to the faculty in the leadership role at least two weeks prior to the duties being revoked.

Division Leadership Roles, delegable duties, and compensation are outlined in the table below. This compensation model is based upon the most current supervision budgeting information. If the College’s Supervision Budget is decreased, the Division will discuss those changes and collectively determine how to make necessary adjustments.

Division Leadership Roles	Alignment with Duties	Compensation
Chair	A - M	
English Coordinator	1 - 10	3 load/ 96 hours per semester
ESL Coordinator	1 - 10	3 load/ 96 hours per semester
Reading Coordinator	1 - 10	3 load/ 96 hours per semester
Spanish Coordinator	1 - 10	3 load/ 96 hours per semester

<p><i>RFA 7.2.4: The Department/Division Charter shall specify which of the duties listed in Article 7.2.4.1 shall be performed by the Faculty Chair in exchange for their Chair stipend and required Chair reassigned time. The Department/Division Charter shall also specify how the Faculty Chair shall perform any remaining duties in Article 7.2.4.1, as well as the dispensation of the remaining reassigned time. Additionally, the duties listed in Article 7.2.4.2 may be performed by any Department/Division faculty member in exchange for compensation as specified in the Department/Division Charter and in compliance with Article 7.4.4.</i></p>	
7.2.4.1 Supervisory Duties Performed by the Faculty chair	7.2.4.2 Other Department/Division Supervisory Duties

<p>The Faculty chair will perform the following duties:</p> <ul style="list-style-type: none"> <li>A. Plan, manage, and oversee the Department/Division budget</li> <li>B. Facilitate Department/Division meetings</li> <li>C. Represent the Department/Division on college leadership councils</li> <li>D. Ensure all other Department/Division Supervisory Duties are performed</li> <li>E. Review and provide final approval for the selection and evaluation of Adjunct Faculty in accordance with current Human Resources procedures</li> <li>F. Review and provide Department/Division level approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)</li> <li>G. Determine Department/Division class schedules subject to final approval by the VPAA or designee</li> <li>H. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan</li> <li>I. Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department/Division faculty and staff</li> <li>J. Chair Residential Faculty position search committees</li> <li>K. Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement</li> <li>L. Address, manage, and work to resolve conflicts</li> <li>M. Manage and work to resolve formally registered student concerns</li> </ul>	<p>All Faculty within the Department/Division may perform the following duties in exchange for remuneration as designated within the Department/Division Charter:</p> <ol style="list-style-type: none"> <li>1. Collaborate with the department leadership team.</li> <li>2. Oversee program development (e.g. facilitate relevant committee meetings, plan professional development, engage in community outreach, manage official documentation, coordinate marketing)</li> <li>3. Participate as a representative for the Department/Division at college and district committee meetings, i.e. Instructional Council, Developmental Education Council, etc.</li> <li>4. Coordinate and manage program reports, assessment activities, and annual reviews</li> <li>5. Manage program-specific budgets</li> <li>6. Collaborate with the chair to plan and manage the relevant class schedule</li> <li>7. Coordinate with the chair to recruit, review, and recommend Adjunct Faculty in accordance with current Human Resources procedures</li> <li>8. Coordinate with the chair to supervise and support Full-Time and Adjunct Faculty</li> <li>9. Coordinate with the chair to evaluate Adjunct Faculty</li> <li>10. Perform supervisory duties including evening and summer supervision</li> </ol>
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### 3. Process for Elements of Shared Academic Freedom: *Required (RFA 6.3)*

In the interest of academic freedom, faculty are afforded broad latitude in the selection of instructional materials for their courses. Faculty are encouraged to know and consider the cost to students of books and other course materials, and to seek ways to minimize that cost. As much as possible, the Language Arts Division commits to Open Educational Resources (OER) materials.

The department, through relevant discipline committees, will establish default course materials for use in instruction, such as textbooks or OER materials. Adjunct faculty who desire to replace the default textbook should confer with the Discipline Coordinator.

All select course textbooks and OER materials will be reviewed annually by the instructional faculty and/or the Discipline Coordinator to ensure currency and relevance.

Additionally, the discipline faculty will collaboratively determine common course student learning outcomes (SLOs), common assignments, assessments, and/or Canvas elements as are necessary to facilitate program assessment in accordance with HLC, MCCCCD, and SMCC policies, Instructional Council guidelines, and disciplinary best practices.

#### **4. Course Assignments: *Required (RFA 6.3)***

Classes will be scheduled and sections will be staffed with faculty using the best information available on the needs of students. Staffing will always be in accordance with the current Faculty Agreement policies. Every effort will be made to assign classes to highly qualified faculty, recognizing that qualification is complicated and encompasses a number of variables.

Staffing decisions should be mindful of the investment faculty make in preparing for a new course, and when possible, faculty members who create a new course, revise curriculum, or apply for AGEC values should be given preference to acknowledge that work. Similarly, faculty who have committed time to disciplinary professional development should be given preference to acknowledge their investment in professional growth.

Every reasonable effort should be made to accommodate faculty members' life circumstances. Faculty staffing should not result in excessive preps, strange schedules, or other unnecessary hardships. Faculty members should clearly communicate their circumstances and needs to the discipline coordinator and the division chair.

Staffing priority is as follows:

- Residential Faculty core load, based on class availability and faculty expertise
- Residential Faculty who have requested one overload
- Adjunct Faculty who have requested one assigned class

If more sections are available, further assignments can be made at the discretion of the chair.

#### **5. Department/Division Meeting Schedule: *Required (RFA 6.3)***

When possible and practical, the division will hold a monthly meeting of all full-time faculty. The normally scheduled time is from 10:00 - 12:30 on the first Friday of each month, but this meeting may be rescheduled depending upon circumstances. Residential faculty are expected to attend. Those unable to meet should confer with the division chair in advance to ensure that they provide and receive essential information.

#### **6. Expectations of Department/Division Faculty: *Required (RFA 6.3)***

Faculty should be active participants as committee members, student advocates, and in whatever other capacity they can render the best service in the affairs of the division, the College, and the District. Division faculty are expected to meet their commitments in a collegial and professional manner. Faculty should familiarize themselves with the Faculty Agreement, the College Plan, and the Division Charter to ensure compliance with all policies and procedures.

The division will maintain a number of committees appropriate to the current needs for collaboration and input. Those committees will establish their own meeting schedules according to their understanding of the work at hand. Residential faculty are expected to be consistently engaged in at least one of these committees as is appropriate for their usual teaching assignments.

## 7. Adjunct Rights and Support

### 7.1 Process for Assignment of Department/Division Adjunct Faculty Members: *Required (RFA 6.3)*

The Language Arts Division has a significant interest in recruiting, developing, and retaining highly qualified adjunct faculty members. Without this pool of colleagues, we would be unable to meet the needs of our students. Therefore, it is important to provide continuity of employment whenever possible.

Fluctuations in enrollment can create unanticipated staffing needs. As much as possible, the chair will notify adjunct faculty of reappointment or non-reappointment two months in advance so that adjuncts are able to plan for the courses in their schedule for the next semester. It is understood by adjunct faculty that enrollment and College budgetary needs may impact reappointment.

### 7.2 Adjunct Support: *Required (RFA 6.3)*

The Language Arts Division is committed to providing tools and resources to support adjunct faculty retention and success in the classroom, and adhering to the adjunct faculty rights outlined in the Faculty Agreement.

Recognizing that adjunct faculty are an integral part of the division, and that adjunct voices are important to the achievement of division goals, when and where it is appropriate, adjunct faculty shall be invited to participate in division committees with appropriate compensation upon the approval of the chair and with budgetary consideration.

## mCLCTL Division Charter: (Last amended 11.2021)

### Department/Division Philosophy and Mission:

**Philosophy:** The mCLCTL Division supports the college's vision and mission in educating minds, transforming lives, touching hearts and building communities.

- mCLCTL is an integral part of the Mission of SMCC which includes offering and supporting Transfer programs to Universities, as well as Occupational Education and career development programs and opportunities.
- mCLCTL provides support to faculty, staff, students and community in meeting the mission of the institution through the Library and Center for Teaching and Learning (CTL) as well myCareer programs and events.

### The mCLCTL Mission:

**myCareer:** myCareer seeks to prepare students for degrees, certificates and occupations in the fields of accounting, business, entrepreneurship, information technology (computer science, networking/cybersecurity, office applications, programming/mobile apps, web/graphics), administration of justice, health, wellness and exercise science, and construction trades (carpentry, electrical, plumbing). The preparation is in alignment with the expected knowledge, skills and abilities of those industries in consultation with industry advisors. The Division seeks to not only impart the necessary "technical" achievements, but also requisite employability (soft) skills.

**Library:** The South Mountain Community Library will serve the library needs of the greater Phoenix community and the MCCC community college students and faculty by providing an accessible community resource to support the cultural, educational and informational needs. The Community Library will provide these services to support individual and group improvement, enrichment, increased opportunity, knowledge and recreation. The library seeks to promote information literacy, global citizenship and lifelong learning.

**CTL (The Center for Teaching and Learning):** To establish a culture where faculty and staff come together to inquire, explore, learn, innovate, and reflect upon teaching and learning as an ongoing and collaborative process for student success.

**mCLCTL objectives:**

The Division commits to . . .

**EDUCATING MINDS:**

- To make teaching and learning our top priority, both directly and indirectly, to best prepare our students with skills, knowledge and abilities that will benefit them personally, educationally, and professionally.
- To provide an educational environment and resources that promote student learning, whether asynchronously and/or synchronously, and regardless of class modality.
- To seek professional growth opportunities both in our content areas and in best practices of pedagogy.
- To provide opportunities for enhancing soft skills for employability, both in-class and in extra curricular programming.
- To seek the advice of industry experts with regards to maintaining a curriculum and programming that helps meet the workforce and civic needs of our community.
- To promote life-long learning.

**TRANSFORMING LIVES:**

- To promote diversity, equality, inclusion and fairness in our adoption and creation of course materials, student engagement and student assessments
- To conduct effective outreach activities for K-12 students and returning adults in our fields of interest
- To consider the non-traditional learner in devising our course schedules as appropriate with alternative and flexible learning opportunities.

**TOUCHING HEARTS:**

- To participate in acts of service that help build the community around us and enhance the lives of our students, staff and community
- To provide career exploration and vocational guidance in our areas of expertise to our students and community
- Conduct workshops in our Fields of Interests that meet community interests
- Promote global citizenship, diversity, inclusion and equity

**BUILDING COMMUNITIES:**

- To serve our community as a resource for collaboration and to support appropriate community events.
- Provide specialized training for in-demand industry and community needs
- To consider local industry employer needs, trends and data support before introducing new myCareer programs of study.
- To seek partnerships with local business and industry for internships, entry level hires, and course engagements
- To provide camps and learning opportunities for our community with regards to our fields of expertise and as a pipeline to our programs.
- Seek and leverage grant opportunities to expand our offerings and impact and create pathways to enrollment, workforce and university transfer.

**1. Policy for Approving and Amending the Charter:**

The Division Charter will be approved by a simple majority of votes cast after a minimum of one week review by mCLCTL faculty, adjuncts and staff for input, feedback, and suggestions. This applies to the initial approval of the charter as well as any amendments.

Each fall semester, the Chair will call for suggested amendments (by residential, staff, and/or adjunct members) to the Division Chair. (A recommended agenda item announced for the initial division meeting). The Chair will establish a reasonable timeframe. A meeting will be called to review and discuss and draft changes to be voted on before the end of the fall semester. Subsequent recommendations will be deferred to the fall discussion and vote.

A simple majority of votes cast will approve any changes to the charter. All residential, Board-approved faculty will be eligible to vote, including those in probationary status. Voting procedures may be handled virtually or in-person and will be conducted by an outside facilitator (VPL office, Institutional Planning, or other executive office).

The Chair will communicate the voting results to the division, VPL office, and Faculty Senate within 48 hours of the end of voting process.

**2. Chair Duties:**

<i>This is a list of the common Chair duties with suggestions on the duties that should be kept by the Chair and the duties that can be delegated. The Chair may keep all of the duties and corresponding compensation or she/he may delegate the delegable duties along with the compensation. The Charter should identify how the delegable duties will be assigned and the percentage of compensation that goes with the duties.</i>	
<b>Duties That Cannot Be Delegated</b>	<b>Duties That Can Be Delegated</b>

<ol style="list-style-type: none"> <li>1. Plan, manage, and oversee the Department/Division budget</li> <li>2. Review and provide final approval for the evaluation of Adjunct Faculty</li> <li>3. Review and provide final approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)</li> <li>4. Facilitate Department/Division meetings (minimum of three division meetings per semester)</li> <li>5. Address, manage and work to resolve conflicts</li> <li>6. Manage and work to resolve formally registered student concerns</li> <li>7. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan</li> <li>8. Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff and to ensure adherence.</li> <li>9. Additional duties as specified in the SMCC College Plan (section VI). The College Plan will take precedence over this Division Charter.</li> </ol>	<ol style="list-style-type: none"> <li>1. Plan, manage, and oversee the Department/Division class schedule</li> <li>2. Review and provide final approval for the selection of Adjunct Faculty</li> <li>3. Participate as a representative for the Department/Division</li> <li>4. Supervise and support Residential and Adjunct Faculty</li> <li>5. Chair Residential Faculty position search committees</li> <li>6. Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement</li> <li>7. Evaluate Adjunct Faculty</li> <li>8. Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual</li> <li>9. Supervisory duties including evening and summer supervision</li> <li>10. Evaluate dual enrollment faculty</li> <li>11. Oversee promotion of department programs and courses to our students and communities.</li> <li>12. Oversee representation of SMCC on district and community committees (e.g. Instructional Councils, Articulation Task Force meetings, workforce development)</li> </ol>
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**3. Process of Identifying and Delegating Department/Division Leadership Roles:**

Program Directors will be selected annually (in the spring) by vote of the residential faculty of that department. (The PD could be an adjunct faculty member). Ties would be broken by the Division Chair. If one of the candidates is the Division Chair, the tie would be broken by the Vice President of Learning. If a department consists of one residential faculty member, that individual may be appointed by the Chair as the Program Director.

- Evening supervision contracts are delegated and disbursed by the Division Chair based on course prefix and within the load allocations of the Program Director or faculty within that division each semester. Evening supervisors cannot supervise their own course.

**4. Course Assignments:**

Course scheduling and staffing assignments will be initialized by the Program Directors of each program and finalized by the division chair in consultation with the office of the Vice President of Learning and Human Resources (Go No GO process).

In the absence of a program director, this responsibility will fall on the Chair or his/her delegate (e.g. adjunct Subject Matter Expert).

**5. Book Selection:**

Selection of course materials rests with the Program Director for all courses in their programs, in consultation with the assigned residential faculty and adjuncts. Deviation from the accepted textbook by an individual faculty member must be approved by the Program Director and/or Chair three weeks prior to the class start. The program



director will work with the division admin assistant to communicate the course materials to the Bookstore manager within the timeframe requested by the bookstore.

To better support the college initiatives and student success, Open Educational Resources (OER) will be prioritized wherever possible.

#### **6. Department/Division Meeting Schedule: *Recommended***

The Chair will conduct a minimum of three division meetings per semester. (see College Plan - VI.5.4) Meetings may be virtual, in person, and/or asynchronous (depending on circumstances which may make a formal live meeting impractical or which best meets the needs of the division)

The division will maintain a repository of meeting summaries / minutes.

#### **7. Adjunct Rights and Support**

##### **7.1 Adjunct Support:**

The division will maintain a document for hiring processes and onboarding adjuncts available for the division (district training/acknowledgements, email, keys, IT support) accessible to all program directors.

##### **7.2 Process for Reappointment of Department/Division Adjunct Faculty: *Required***

Appointment, hiring, and reappointments will be the primary responsibility of the division Program Directors in consideration of standard HR practices with Chair approval. For hiring and reappointment Adjunct Faculty must meet the teaching criteria of the disciplines and prefixes taught (academic, occupational, or service) as well as the EDU250 requirement within two years of first hire. Program Directors will evaluate adjuncts for each of the first three semesters of teaching with classroom visits (or review of materials for asynchronous offerings) and syllabus review with a primary view towards continuous improvement. For Library adjuncts, the Library co-manager will conduct the evaluation and for CTL, the CTL director will conduct the evaluation. (See College Plan VI.4.5 - 4.6)

The chair will maintain a record of faculty needing evaluation and a secure repository of completed evaluations. The Chair will communicate a schedule of evaluation needs to each of the Program Directors on a semester basis. (see College Plan VI.4.5)

The division will maintain a standard form for faculty review and best practices of review, and promote adjuncts attaining higher tiers of compensation as discussed in the FACT policy manual, as well as professional growth opportunities.

In as much as is possible and reasonable, the Program Directors will consult with the adjuncts of their department and make staffing decisions prior to the publication of the upcoming schedules, and notify Adjunct Faculty of reappointment or non-reappointment. It is understood by all Division faculty that enrollment, College budgets and student needs may impact the offerings and thus affect adjunct faculty staffing. The Chair shall give approval to post-publication staffing changes.

#### **8. Expectations of Department/Division Faculty: *Recommended***

Division faculty are expected to meet their professional and institutional commitments at the College and within the Division. Faculty should familiarize themselves with the Faculty Agreement, the College Plan, and the Division Charter to ensure compliance with all policies and procedures. Faculty should be active participants as

committee members, student advocates, or in whatever other capacity they can render the best service in the affairs of the Division, the College, and the District.

**9. Department/Division Committees: *Recommended***

Program Directors are encouraged to conduct meetings with the residential and adjunct faculty of their field each semester. Adjuncts shall be invited to general Division meetings.

**Adjunct Faculty Committee Participation:**

Adjunct Faculty may be invited to participate in Division committees. Appropriate compensation for longer term committee responsibilities may be provided upon the approval of the Chair and VPL office, with budgetary consideration.

## **Math, Science and Engineering (MSE) Division Charter: (Last amended 11.2023)**

**Department/Division Philosophy and Mission:**

**The MSE Division Philosophy:**

The faculty of the MSE Division are committed to supporting the vision of South Mountain Community College (SMCC) to educate minds, transform lives, touch hearts, and build community. Our work aligns with the SMCC mission statement of providing quality higher education for our diverse community. The members of the MSE collectively work within the Division to create a caring teaching and learning environment that fosters student development and supports productive citizenship in an increasingly global and technological society. The MSE Division is inclusive of the following disciplines: Anthropology (Science/Math), Biology, Chemistry, Engineering Science, Electrical Engineering, Environmental Science, Geology, Mathematics, Physics, and Sustainability.

The purpose of this charter is to specify the guidelines and principles used by the MSE Division to facilitate the creation of the division culture. The charter outlines the process and principles for the development of policies and procedures to govern the operation of the Division.

**The MSE Division Mission:**

The mission of the MSE Division is to provide learning opportunities designed to help our students successfully achieve STEM career goals and to prepare our students for a rewarding and challenging career in any number of industries. Laboratory techniques and theory are taught as students work towards degrees in the STEM fields for careers in research, health fields, and scientific study to make positive contributions in their chosen professions.

**The Objectives of the MSE Division:**

The faculty of the MSE Division are dedicated professionals who provide students with the finest educational experiences available, whether students are seeking to transfer, earn an Associate's degree, or just expand their horizons within the field of STEM.

The objectives of the MSE division align with the core values of SMCC: collaboration, community, excellence, integrity, and wellbeing.

**Our objectives are:**

- To provide an educational environment where teaching and learning are top priorities;
- To provide students with the foundational STEM knowledge and skills needed to be successful in their field or career choice;
- To develop positive attitudes in our students toward quality work, self discipline, personal motivation, ethical behavior, effective leadership, and teamwork;
- To prepare students for lifelong learning;
- To serve as a useful training resource for students in the STEM fields;
- To maintain a faculty actively involved in their respective professions;
- To model effective organizational performance based on commitment, individual competence, integrity, self-management, and pride.

## **1. Policy for Approving and Amending the Charter**

### **1.1 Approval:**

Any residential faculty member within the division, the Division Chair, and/or the Vice President of Academic Affairs can propose to amend the Division Charter. All proposals must be sent in writing to the Division Chair, the Faculty Senate President and the Vice President of Academic Affairs. The Division Chair of MSE will call for suggested amendments to the charter at the start of the fall semester, however, a change to the charter can be initiated throughout the academic year up to the Friday of accountability before Spring Break. Within five (5) days of accountability after the receipt of a proposal the division will forward the proposal to all the residential faculty members, adjunct faculty and staff within the Division. The proposed amendment must be presented in writing to all residential faculty members, adjunct faculty and staff in the division fourteen (14) days of accountability preceding the voting. The amendment will be discussed at the next, and closest, division meeting. Division Charters are amended or approved by a simple majority of the votes cast by the residential faculty members in the division. Votes will be held by an anonymous electronic ballot organized by the division chair or designee.

Approved amendments to a Division Charter ratified by the division are forwarded to the Faculty Senate for review fourteen (14) days of accountability prior to the next regularly scheduled Faculty Senate meeting. Amendments to existing charters are subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. The division chair or designee will communicate the voting results to the Division, VPAA office, and Faculty Senate within 48 hours of the end of voting process. Once adopted, the charters will be made publicly available online by the Faculty Senate and the division leadership.

### **1.2 Voting Members:**

All Residential faculty members within the Division are considered to be voting members. The Division Chair votes as a regular, voting member of the faculty. Voting members who are unable to vote in person due to travel, sickness, or other leave, will have the opportunity to vote in absentia.

### **1.3. Non-Voting Members:**

Adjunct Faculty and staff within the Division are to be provided the proposed amendments in the timeline described in section 1.1. Adjunct Faculty and staff comments will be collected, aggregated and made anonymous in a shared document. Their comments will be shared with the voting members for consideration five (5) days of accountability prior to the vote being held.

### **1.4 Conflict:**

In any event in which this charter is in conflict with the Faculty Agreement and/or College Plan, the Faculty Agreement and College Plan shall take precedence.

## **2. Chair Duties:**

The Chair will follow the duties and obligations of a chair as outlined in the Faculty Agreement, College Plan, and the Division Charter. The Chair has the primary responsibility for operating the Division in an efficient, professional

manner. This includes day-to-day operations and policy implementation. Consultation with the Dean and/or VPAA is highly encouraged as appropriate to support the needs of the Division. Below is a list of the Division Chair duties that cannot be delegated and the duties that can be delegated as outlined in the Faculty Agreement. The Division Chair determines which of the delegated duties should be kept by the Chair and which duties are delegated. The Chair may keep all of the duties and corresponding compensation or she/he may delegate the delegable duties along with the compensation when applicable.

Duties That Cannot Be Delegated	Duties That Can Be Delegated
<ol style="list-style-type: none"> <li>1. Plan, manage, and oversee the Department/Division budget</li> <li>2. Review and provide final approval for the evaluation of Adjunct Faculty</li> <li>3. Review and provide final approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)</li> <li>4. Facilitate Department/Division meetings</li> <li>5. Address, manage and work to resolve conflicts</li> <li>6. Manage and work to resolve formally registered student concerns</li> <li>7. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan</li> <li>8. Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff and to ensure adherence</li> </ol>	<ol style="list-style-type: none"> <li>1. Plan, manage, and oversee the Department/Division class schedule</li> <li>2. Review and provide final approval for the selection of Adjunct Faculty</li> <li>3. Participate as a representative for the Department/Division</li> <li>4. Supervise and support Residential and Adjunct Faculty</li> <li>5. Chair Residential Faculty position search committees</li> <li>6. Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement</li> <li>7. Evaluate Adjunct Faculty</li> <li>8. Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual</li> <li>9. Supervisory duties including evening and summer supervision</li> <li>10. Evaluate dual enrollment faculty</li> <li>11. Oversee promotion of department programs and courses to our students and communities.</li> <li>12. Oversee representation of SMCC on district and community committees (ie. Instructional Councils, Articulation Task Force meetings)</li> <li>13. Supervise employees within the Division (ie. Lab Directors)</li> <li>14. Additional duties as specified in the SMCC College Plan (section VI).</li> </ol>

**3. Process of Identifying and Delegating Division Leadership Roles:**

The Chair may delegate responsibilities and leadership roles in a manner consistent with the Faculty Agreement and the College Plan. The MSE Division works in a collaborative and democratic manner when assigning workload and teaching responsibilities/schedules through conversations and communication with each individual faculty member. The responsibilities then properly align with individual Residential and Adjunct faculty members each semester in accordance with the mission and priorities of the College, and the goals of the Division. The delegated responsibilities include Coordinator roles for Mathematics, Engineering, and Biology. Coordinator duties may be delegated when necessary, but the process in MSE is to have the Division Chair work with the faculty of the

respective discipline and collectively assign coordinators for the annual roles. Each coordinator will have duties and objectives assigned based on the needs of the respective discipline. Examples of duties included, coordinators then function to work on their area's schedules, work with individual adjuncts as needed to share course materials, and assign rooms for the courses. Coordinators attend Instructional Council and Articulation Task Force meetings, along with other discipline specified meetings.

As necessary in extenuating circumstances such as obligations not being met, the Chair may revoke delegated duties each semester. The Chair must provide written notice of the revocation to the faculty in the leadership role at 28 days of accountability prior to the duties being revoked.

Evening supervision contracts can be delegated to *residential faculty members*, either partially or fully disbursed by the Division Chair each semester. Evening supervisors cannot supervise their own course.

#### **4. Course Assignments:**

Course assignments and schedules are initialized by the division chair and/or, when applicable, the Course Coordinator for each discipline in consultation with faculty recommendations to best suit our student's needs. The schedules and course assignments are consistent with the mission, priorities, and instructional needs of the Division and the College. The Chair and Coordinator, in consultation with each individual faculty member, determines the course load distribution for each faculty member consistent with faculty teaching loads, expertise, and based on current need. The course schedules and faculty loads are finalized through a collaboration with the office of the VPAA and Human Resources through the Load Report meeting and Go No Go process one week prior to the start of each semester.

The Biology, Chemistry, and Mathematics Departments have specific guiding principles and policy for course selection for each semester based on seniority of the residential faculty member:

**Biology:** In descending order of seniority, beginning with the most senior person, each faculty member chooses two courses that they will teach within the relevant semester. After all faculty have chosen two classes, selections for a third class are made in ascending order of seniority, starting with the faculty with the lowest seniority. After all faculty have chosen in this second round of selections, a third round takes place, in descending order of seniority, for a fourth course. The third round of selection is optional if the faculty member has already reached the load limits prescribed by the FACT agreement. If a fifth course selection is needed, that takes place in ascending order of seniority.

**Chemistry:** Each Chemistry RFP selects their classes based on faculty seniority at South Mountain Community College. Starting with the most senior RFP and progressing in order to the least senior, each faculty member chooses two lectures with two associated labs from those available. After all faculty have selected two lectures and two labs, selections for a third lecture and lab are made in reverse order of seniority, starting with the faculty with the lowest seniority. If additional selections are made, each faculty member may choose an additional lecture and lab combination starting with the most senior RFP and progressing in order to the least senior.

**Mathematics:** The Math RFP selects their classes based on faculty seniority specifically at South Mountain Community College, not seniority within the Maricopa Community Colleges.

In descending order of seniority, beginning with the most senior person, each faculty member chooses two courses that they will teach within the relevant semester. After all faculty have chosen two classes, selections for a third class are made in ascending order of seniority, starting with the faculty with the lowest seniority. After all faculty have chosen in this second round of selections, a third round takes place, in descending order of seniority, for a fourth course. After all faculty have chosen in this third round of selections, a fourth round takes place, in ascending order of seniority, for a fifth course. After all faculty have chosen in this fourth round of selections, a fifth round takes place, in descending order of seniority, for a sixth course. Any additional course selection

necessary will follow the process in previous rounds. Faculty will choose overload courses only after all faculty have reached load, including reassigned time. The overload round begins with the most senior faculty and follows the process outlined for previous rounds. Collaborative dialogue is encouraged during the process.

#### **5. Book Selection:**

Texts are selected for use in instruction on the basis of quality and cost effectiveness. Lead faculty for each course select the course textbooks after consultation with the residential faculty teaching the courses. Deviation from the accepted textbook by an individual faculty member must be approved by the lead faculty/course lead and the department as a whole a full semester prior to the class start date. The faculty will work with the Division Administrative Assistant to communicate the course materials to the Bookstore Manager within the timeframe requested by the bookstore.

#### **6. Division Meeting Schedule:**

The Chair will schedule and hold a minimum of three Division meetings per semester (College Plan – VI.5.4). The MSE Division meets monthly to discuss Division, College, and District initiatives and needs. With the exception of the meeting during week of accountability, which is on a Thursday morning each semester, the monthly Divisions meetings are intentionally scheduled at varying times each month to align with the schedules of most faculty and staff members. Meetings can be held in-person, virtually or both using web conferencing tools such as Zoom or Google Meet.

The Chair will prepare and distribute a tentative agenda prior to the meeting. Faculty and staff are encouraged to request/suggest items be added to the agenda and time is included on the agenda after completing the agenda to discuss additional items. The MSE Division has an MSE Canvas shell that acts as a repository for all agendas and agenda updates that are sent out by the Division Chair within a week of the completion of the meeting.

#### **7. Adjunct Rights and Support**

##### **7.1 Adjunct Support:**

The Division is committed to adhering to the Adjunct Faculty rights outlined in the Faculty Agreement. The Division recognizes that Adjunct Faculty are an integral part of the Division whose voice is important in the determination of Division goals and course scheduling for those courses that Adjunct Faculty teach. The Division is committed to providing tools and resources to support Adjunct Faculty retention and success in the classroom. Adjunct Faculty will work in tandem with course leads for content specific inquiries and the acquisition of course materials.

##### **7.2 Process for Reappointment of Division Adjunct Faculty:**

Fluctuations in enrollment can create unanticipated staffing needs. Whenever possible, the Chair will notify Adjunct Faculty of reappointment or non-reappointment at least one term in advance so that Adjunct Faculty are able to anticipate how many sections of a given course will need to be staffed. It is understood by all Division faculty that enrollment and college budgetary needs may impact the timeliness of reappointment notification. At SMCC, the Go No Go process occurs the Wednesday prior to class beginning, which also dictates course cancellations.

Appointment, hiring, and reappointments will be the primary responsibility of the Division Chair in consideration of standard Human Resources practices with Chair approval. For hiring and reappointment, Adjunct Faculty must meet the teaching criteria of the disciplines and prefixes taught as well as the EDU250 requirement within two years of first hire. Adjunct faculty are evaluated their first three semesters teaching and that evaluation is completed by the Division Chair or delegated as one of the duties of a fellow faculty member through evening supervision. Adjunct Faculty can be evaluated at any time after the first three semesters as needed if issues arise if the Adjunct faculty member is requesting to teach within a different discipline.

The Chair will maintain a record of faculty needing evaluation and a secure repository of completed evaluations. The Chair will communicate a schedule of evaluation needs to those individuals that may be delegated as evening supervisors for any given semester. There is a standardized form used for all evaluations for consistency.

## 8. Expectations of Division Faculty

Division faculty are expected to meet their professional and institutional commitments at the College and within the Division. Faculty should familiarize themselves with the Faculty Agreement, the College Plan, and the Division Charter to ensure compliance with all policies and procedures. Faculty should be active participants as committee members, student advocates, or in whatever other capacity they can render the best service in the affairs of the Division, the College, and the District. Faculty are expected to meet the objectives, competencies and student learning outcomes of their courses they are teaching each semester. They are expected to provide student feedback on assignments/assessments, communicate with students, and submit grades in a timely manner. Faculty are also expected to provide weekly office hours for students.

## 9. Division Committees

### 9.1 Standing Committees:

All departments within the MSE Division are strongly encouraged to meet regularly to discuss schedules and all relevant information related to their respective disciplines. In areas with Coordinators, that individual will initiative regularly scheduled meetings to meet the need of their disciplines (ie. discussions related to Instructional Council changes, modifications to course competencies, additions of newer course offerings and programs). The Division Chair has the right to convene a meeting with individual departments as necessitated by newly introduced or ongoing campus and district initiatives.

### 9.2 Adjunct Faculty Committee Participation:

Adjunct Faculty will be invited to participate in Division committees when necessitated with appropriate compensation upon the approval of the Chair, the office of the VPAA, and with budgetary consideration.

### Addition of an Addendum on November 15, 2023 to the MSE Charter:

It has been requested by the VPAA office that the MSE Charter list the delegable duties related to compensation for coordinators in a chart to avoid needing to read the written text within the charter document to find the information. Below is a chart outlining the compensation model based on the most recent supervision budgeting information:

Division Leadership Roles	Compensation
Division Chairperson	6 load/ 192 hours per semester
Math Coordinator	3 load/ 96 hours per semester
Engineering Coordinator	3 load/ 96 hours per semester
Biology Coordinator	6 load/ 192 hours per semester
Physics Coordinator	3 load/ 96 hours per semester
Chemistry Coordinator	3 load/ 96 hours per semester