

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.

Charter for the Automotive Department

Department/Division Philosophy and Mission: *As the faculty of the Automotive Department, we are committed to thinking innovatively to accomplish our goals as individuals and as the Department, understanding that the optimal results occur when both individual and group goals are attained. We seek to establish and maintain a positive working environment of mutual respect for one another without regard to the roles we play. While we cannot succeed without each other's support, we remain responsible for our individual success. As faculty, we have the right to be heard, respected, and valued by one another, and we share responsibility for making our Department successful.*

We establish this charter to specify the guidelines and principles we will use to facilitate the creation of the Department culture we seek. The charter outlines the process and principles for the development of policies and procedures to govern the operation of the Department.

Our Mission is to:

Offer learning opportunities designed to help our students successfully achieve career goals and make positive contributions in their chosen professions. Our students are provided quality educational experiences in Automotive Technology, enabling them to meet the challenges of today's complex business environment, and to compete effectively in the global marketplace.

Our objectives are:

- *To provide an educational environment where teaching and learning are top priorities;*
- *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 the Automotive community;*
- *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. Guidelines for Approving and Amending the Charter:

1.1 Voting Members:

All Residential faculty members within the Department are considered to be voting members. All Residential faculty members holding 51% or more of their designation within the department are considered to be voting members. The Department Chair votes as a regular, voting member of the faculty. Adjunct Faculty within the Department are to be provided with all proposed amendments and given adequate time to read and provide comment on approval or non-approval of the amendment. Adjunct Faculty comments will be collected in a shared document and given to voting members for consideration at least two days prior to the vote being held.

1.2 Proposing and Voting on Amendments: Approval:

Any faculty member may propose an amendment to the charter at any time during the months of accountability. A written motion via electronic mail must be submitted to members of the faculty, describing the nature of the amendment and documenting its need. Faculty members will be given sufficient time to read and consider the proposed amendment prior to it being discussed in a Department meeting. The motion will be discussed in a Department meeting, and if at least 2/3 of the attending (in-person or virtual), eligible voting members vote for the amendment, it will be enacted effective immediately, subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. At the request of any voting member, the vote will be held by secret ballot, ensuring anonymity.

A proposed amendment that does not obtain the 2/3 vote will be sent to the Charter Committee for review and written recommendation that will be given to the Chair for dissemination to all Department Residential and Adjunct Faculty prior to the Department meeting where the vote will be held. The Charter Committee's recommendation will be reviewed by the voting members at the next earliest Department meeting for a re-vote. If at least 2/3 of the eligible, attending voting members vote for the amendment, it will be enacted, subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. If the proposed amendment does not obtain approval the second time, it will not be enacted.

Voting members who are unable to attend in person due to travel, sickness, or other leave, will have the opportunity to vote.

1.3 Updating Charter to Assure Compliance:

In the event the Faculty Agreement and the College Plan are revised, Department Charters must be updated in accordance.

The charter may be updated if changes within the department require the charter to be updated. The Chair may revise a specific section of the document to comply with District and College policies at any time.

1.4 Charter Committee:

If an amendment is referred to the Charter committee (defined in section 9), the Chair will appoint the committee members. The advocate of the amendment may not serve on the committee. The committee will review the amendment for its alignment with the Department mission and needs, with the Faculty Agreement, and with the College Plan.

The committee will provide an electronic report to the Chair, who will forward the report to all Department Residential and Adjunct Faculty, in time to allow for sufficient review and approval. The report will include:

- (1) A copy of the original proposal;
- (2) Written comments about the possible ramifications of the proposal; and
- (3) A recommendation on the acceptance or rejection of the amendment to the faculty specifying the rationale for the recommendation.

The Chair will conduct a discussion of the recommendation and call for a vote at the next earliest Department meeting or at a special meeting if necessary.

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

Roles: 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 Department. Individuals serving in a delegable role will be offered regular feedback as needed and/or requested.

Every academic year the Chair will solicit feedback from faculty regarding their interest in assuming departmental roles as designated from the above duties and assignments. Department roles may be reassigned by the department chair every academic year as necessary to support the department's needs.

The Chair may revoke delegated duties each semester. The timeline for the revocation will be decided in consultation with the department's Dean of Instruction and/or Human Resources.

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 and/or Assistant Faculty Chair(s) shall perform any remaining duties in Article 7.2.4.1, as well as the

<p><i>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>7.2.4.1 Supervisory Duties Performed by the Faculty Chair or Assistant Chair</p>	<p>7.2.4.2 Other Department/Division Supervisory Duties</p>
<p>The Faculty Chair and/or Assistant Faculty Chairs will perform the following duties:</p> <ul style="list-style-type: none"> ● Plan, manage, and oversee the Department/Division budget ● Facilitate Department/Division meetings ● Represent the Department/Division on college leadership councils ● Ensure all other Department/Division Supervisory Duties are performed ● Review and provide final approval for the selection and evaluation of Adjunct Faculty in accordance with current Human Resources procedures ● Review and provide Department/Division level approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews) ● Determine Department/Division class schedules subject to final approval by the VPAA or designee Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan ● Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department/Division faculty and staff 	<p>All Faculty within the Department/Division may perform the following duties in exchange for remuneration as designated within the Department/Division Charter:</p> <ul style="list-style-type: none"> ● Address, manage, and work to resolve conflicts ● Manage and work to resolve formally registered student concerns ● Manage program-specific budgets ● Plan, manage, and oversee the Department/Division class schedule ● Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures ● Supervise and support Full-Time and Adjunct Faculty ● Chair Residential Faculty position search committees ● Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement ● Evaluate Adjunct Faculty ● Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual ● Perform supervisory duties including evening and summer supervision ● Oversee occupation program (e.g., supervise faculty and staff, administer Advisory Council meetings) ● Coordinate completion of required program reports (e.g., program reviews)

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

- *The department voted on a single book to be used by all instructor in the department.*
- *Courses in Canvas used by the full time Faculty will be shared to the Adjunct faculty, this promotes consistency across all classes offered in the Automotive department*

- *As a department we look at our curriculum every two years. If we feel that the curriculum needs to be looked at before the 2 year cycle, we can do so.*

4. Course Assignments: *Course assignments are based on the instructors expertise. Our instructors teach to their strengths.*

5. Department/Division Meeting Schedule: *We have a department scheduled for every two weeks during the semester. If we have nothing to cover, the meeting for that week is canceled.*

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

- Department faculty are expected to meet their professional and institutional commitments at the College and within the Department. Faculty should familiarize themselves with the Faculty Agreement, the College Plan, and the Department 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 Department, the College, and the District. Faculty are expected to support the educational mission of the college by engaging in the student learning assessment process of CLA and ILO for the purpose of continuous improvement.

Department/Division Committees: It will be necessary at times to develop committees to perform relatively short-term tasks. Committees normally should not be in existence for more than one year. These committees may consist of residential faculty, adjunct faculty and staff members, depending on the purposes of the committee.

7. Adjunct Rights and Support: The Department is committed to adhering to the Adjunct Faculty rights outlined in the Faculty Agreement. The Department recognizes that Adjunct Faculty are an integral part of the Department whose voice is important in the consideration of Department goals. The Department is committed to providing tools and resources to support Adjunct Faculty retention and success in the classroom.

7.1 Process for Assignment of Department/Division Adjunct Faculty Members:

Fluctuations in enrollment can create unanticipated staffing needs. In as much as possible, the Chair will notify Adjunct Faculty of reappointment or non-reappointment, with as much advance notice as possible, 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 Department faculty that enrollment and College budgetary needs may impact the timeliness of reappointment notification.

7.2 Adjunct Support: The Department is committed to adhering to the Adjunct Faculty rights outlined in the Faculty Agreement. The Department recognizes that Adjunct Faculty are an integral part of the Department whose voice is important in the consideration of Department goals. The Department is committed to providing tools and resources to support Adjunct Faculty retention and success in the classroom.

Automotive Department Rules:

All faculty, Students and staff will follow the policies and rules in the following documents:

- [Automotive Department rules and policies Documents](#)
- **Adjunct Procedural Document**
- [Tool Check out policy](#)
- [Faculty Procedural Document](#)