Business & Information Technology

Department Charter

Academic Year 2026-2027

Charter Preface

Department/Division 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 Faculty within the unit. In no case may the Department/Division Charter conflict with the provisions of the College Plan or Residential Faculty Agreement.

Business & Information Technology Department Philosophy and Vision

The Business & Information Technology Department is only successful if it is operated as a collective team of faculty and staff in a positive working environment. Only when we treat each member with mutual respect and value all contributions, regardless of roles, will our students have the opportunity to achieve their educational goals and career aspirations. Individuals maintain responsibility for their individual goals and success and how those goals can contribute to the overall goals of the department and college. Department members will always be encouraged to participate in learning opportunities that offer them advancement in these goals; individually, departmentally, or college wide.

The vision of a department charter is to provide a supplemental outline of the processes and principles that support the development of policies and procedures for the successful operation of the Department. This is in collaboration with the GCC College Plan and the MCCCD Faulty Agreement. The charter will assist in maintaining and improving a department culture that can sustain and grow innovatively to support our students.

Business & Information Technology Department Mission

To offer educational and innovative learning opportunities in business and information technology to prepare students for employment and success in the global marketplace.

Business & Information Technology Department Objectives

- 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 business 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.
- To improve instructional quality through regular and consistent use of relevant and effective assessment methods.

Guidelines for Approving and Amending the Charter (RFA 6.4)

Department Charters will be reviewed each spring semester, with revisions approved no later than September 30 to be provided to the Faculty Senate for public posting and inclusion in an Appendix of the College Plan. Revisions will include updates based on Faculty Agreement and College Plan changes, although a Chair may revise a specific section of the document to comply with District and College policies at any time. If a Charter conflicts with the Faculty Agreement and/or College Plan, the Faculty Agreement and College Plan shall take precedence.

The department will offer an open comment period of no less than two weeks for all Residential and Adjunct faculty who teach within a department to suggest Charter revisions and no less than one week to provide feedback on suggested revisions. The Chair may designate one or more Residential faculty to manage the revision process. Following the open comment period, the Chair or Designee will moderate a conversation with all voting members, followed by a vote on the revisions with ⅔ majority required for approval. Voting members include Residential faculty members holding 51% or more of their designation within the department. The Chair votes as a regular voting member of the department. At the request of any voting member, the vote will be held by secret ballot, ensuring anonymity. Voting members who are unable to attend in person due to travel, sickness, or other leave will have the opportunity to vote.

Process of Identifying, Selecting, and Delegating Department Leadership Roles (RFA 6.4, 7.2.4, 7.3.4, 7.4.4)

Every academic year, the Chair may delegate responsibilities and leadership roles in a manner consistent with the Faculty Agreement and the College Plan, and based on individual faculty member's expertise, current need, and faculty interest. The Chair assigns workload, including, but not limited to, the assignment of teaching responsibilities, supervisory duties, and summer supervision. The Chair distributes responsibilities in consultation with individual Residential and Adjunct faculty members each semester in accordance with the mission and priorities of the College, the goals of the Department, and the Department’s supervisory budget. Department roles may be reassigned by the department chair every academic year or as necessary to support the department’s needs. Individuals serving in a compensated role will be offered feedback.

The Chair will decide dispensation of supervisory compensation in conversation with faculty receiving supervisory pay after the annual supervisory budget is received and College decisions have been finalized.

Supervisory roles (Assistant Chair, OPD – Occupational Program Director) in the BIT department are identified after a needs assessment where departmental needs are evaluated. OPD responsibilities, expectations, and qualifications are outlined and communicated to department.

Candidates will meet with faculty chair to assess their departmental and college knowledge and fit for the role; and faculty chair will select the candidate for the role.

RFA 7.2.4: Faculty Chairs are responsible for the supervision and management of a Department/Division within the College. Each Faculty Chair shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan, unless such duties are reassigned to other supervisory faculty as outlined in Article 7.3. The Department/Division Charter shall specify which of the duties listed below shall be performed by the Faculty Chair in exchange for their Faculty Chair stipend and required Faculty Chair reassigned time. The Department/Division Charter shall also specify the dispensation of the remaining reassigned time to other supervisory roles and which duties from below will be completed in exchange for that reassigned time. The remaining duties listed below 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.

Supervisory Duties Performed by the Faculty Chair or Assistant Chair	***Department/Division Supervisory Duties that can be delegated***
• Plan, manage, and oversee the Department/Division budget	• Address, manage, and work to resolve conflicts
• Facilitate Department/Division meetings	• Manage and work to resolve formally registered student concerns
• Represent the Department/Division on College leadership councils	• Manage program-specific budgets
• Ensure all other Department/Division Supervisory Duties are performed	• Plan, manage, and oversee the Department/Division class schedule
• Review and provide final approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures	• Recruit, review, and recommend approval for the selection 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, assessment reports)	• Supervise and support All Faculty
• Determine Department/Division class schedules subject to final approval by the VPAA or designee	• Chair Residential Faculty position search committees
• Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan	• Perform supervisory duties including evening and summer supervision
• Communicate and ensure adherence to College and District objectives, policies	• Evaluate Adjunct, OYO, and OSO Faculty

and procedures applicable to Department/Division faculty and staff	
• Engage in progressive interventions for faculty and progressive discipline 2025–2026 Residential Faculty Agreement 43 for staff, as appropriate	• Oversee occupational programs (e.g., supervise faculty and staff, administer Advisory Council meetings)
• Evaluate Probationary Faculty in accordance with the Residential Faculty Agreement	• Coordinate completion of required program reports (e.g., program reviews)
• Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual	

Process for Shared Academic Freedom Decision-Making (RFA 6.4)

Texts are selected for use in instruction based on quality and cost effectiveness. Program Directors will select the course textbooks for Adjunct faculty teaching the courses and Residential faculty are encouraged to use the textbook as well. Residential faculty may choose another textbook if it aligns with the course competencies and takes into consideration quality and cost. Adjunct faculty will be encouraged to provide feedback on required resources and may be asked for input on specific materials according to their subject matter expertise. Textbook selections will be reviewed at least each academic year or as necessary. Faculty members respect and defend conditions of free inquiry of associates and further public understanding of academic freedom.

RFA 3.1: “All Faculty are entitled to instructional freedom in discussing their subject with students, and they should exercise their best effort to ensure topics are relevant to their subject. Residential Faculty, in consultation with OYO, OSO, and Adjunct Faculty, will determine curriculum and relevant subject matter for courses, recommend the appropriate pedagogy, textbooks, and other materials relevant to teaching their subject. All Faculty shall maintain the right and responsibility to determine grades and other evaluations of student performance. In a multi-section course taught by several faculty members, responsibility is often shared among the instructors for identifying common course elements. Such elements may include (but are not limited to) textbooks, syllabus statements, assessments, and LMS modules. When properly applied, this shared academic freedom supersedes the academic freedom rights of individual faculty members. Such decisions should be made following a meaningful and inclusive process that invites involvement from all interested faculty members (full-time and adjunct) teaching the course at the time the decision is made. Decisions regarding common instructional elements should be reevaluated regularly by appropriate faculty.

Outside of class, when Full-Time and Adjunct Faculty express themselves as citizens or as public employees, they shall be free from institutional censorship or discipline. When acting as citizens,

Full-Time and Adjunct Faculty will exercise their best efforts to indicate that they are not speaking for the institution and to conduct themselves as scholars and representatives of higher education. When acting as public employees, Full-Time and Adjunct Faculty will be allowed to speak freely on all matters of institutional governance, as is necessary to support a robust system of shared governance. All Faculty are entitled to freedom in research and in the publication of the results consistent with the provisions of Article 4 Intellectual Property Rights."

Teaching and Non-Teaching Assignments (Residential and Adjunct Faculty)

Course assignments are made by the Chair, Assistant Chair, Program Director, or Designee consistent with the mission, priorities, and instructional needs of the Department and the College in a manner that is efficient and fair. The Chair/Assistant Chair/Program Director/Designee, 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. Residential faculty will be assigned first followed by adjunct faculty. If course assignments and load distributions are designed by a Program Director, Assistant Chair or Designee, the Chair retains the authority to make changes to address departmental needs.

Department/Division Meeting Schedule (RFA 6.4)

The Chair/Assistant Chair will schedule Department meetings to include Residential Faculty, Adjunct Faculty, and staff, at various times during the year, depending on the volume of business to be conducted, but at minimum at least two times a semester. The schedule for regular meetings will be announced at the beginning of each fall and spring semester. The Chair/Assistant Chair shall prepare and distribute a tentative agenda prior to the meeting with sufficient time for Department Residential and Adjunct Faculty and staff members to request that items be included on the meeting agenda.

Expectations of Department/Division Faculty (RFA 6.4)

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 for the purpose of continuous improvement. Faculty are required to use Canvas to report student grades for all assignments

throughout the semester, to perform assessments, and to facilitate communication with students including student course evaluations.

Full-Time Faculty members consistently meet the accountability standard of a minimum of thirty (30) clock hours of professional responsibilities per week in their Core Functional Area, including but not limited to the following representative ways:

- meeting all classes as scheduled, including comprehensive course preparation and assessment and/or providing academic services and support to students
- holding at least one (1) scheduled student support hour for every three (3) Load hours taught (up to five (5) support hours each week), reflective of the Full-Time Faculty member's teaching schedule and course modalities. The time and location of support hours will be posted so that they are easily accessible.
- Inherent in the role of Full-Time Faculty are the following: engagement with students; service on College and District committees; participation in Shared Governance; support and engagement of faculty colleagues; awareness and understanding of the College culture; and availability to respond to and participate in essential College issues. To meet the professional obligations and expectations of Full-Time Faculty, a consistent, equitable, and reasonable availability of time spent at the College each week is necessary. Therefore, Full-Time Faculty must be physically present at their assigned locations, outside of the work and responsibilities in their Core Functional Area, two or more days per week. While all Full-Time Faculty must meet the In-Residence requirement, some faculty may perform duties that require them to be present more often at specific locations each week to meet student and College needs.
- Course modality should be based upon best practices of teaching and learning and the needs of students. The In-Residence requirement applies to all Full-Time Faculty regardless of the modality of the courses that constitute their Load. Full-Time Faculty schedules must reflect their Core Functional Area responsibilities per Articles 5.3 and 5.4 (Maricopa County Community College District, 2024, p. 25). Exceptions to the In-Residence requirement for Full-Time Faculty are limited and can be addressed locally by the VPAA or designee in consultation with the Faculty Chair and Human Resources.
- Participating in Department/Division, College, and/or District activities, including conducting course assessment and/or program development and review and other assignments made pursuant to this section; and participating in a combination of the areas that meet the requirements of the Faculty Evaluation Plan (FEP) or the Individual Development Plan (IDP).

Department/Division Committees

It will be necessary at times to develop committees to perform relatively short-term tasks. The Department Chair will ask for volunteers who are interested in participating. 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.

Adjunct Rights and Support (RFA 7.1, 7.2)

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 the 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. Adjunct Faculty are expected to support the educational mission of the college by engaging in the student learning assessment process for the purpose of continuous improvement. Adjunct Faculty are required to use Canvas to report student grades for all assignments throughout the semester, to perform assessments, and to facilitate communication with students including student course evaluations.

Charter requirements per the RFA

How often and by what process will the department/division review, update, and approve the charter?

Guidelines for approving and amending the charter Page 3

How will department/division supervisory roles be identified and selected?

Process of identifying, selecting, delegating, and compensating department/division supervisor roles Page 3

What is the division of labor between faculty chair and other faculty supervisors (including summer supervision)?

Process of identifying, selecting, delegating, and compensating department/division supervisor roles Page 3

What is the dispensation of supervisory compensation among the supervisory duties (included summer supervision)?

Process of identifying, selecting, delegating, and compensating department/division supervisory roles Page 4

How will the department/division identify other leadership roles (e.g., IC membership)?

Process of identifying, selecting, delegating, and compensating department/division supervisor roles Page 3

What criteria will be used to determine if a course will employ shared academic freedom?

Process for shared academic freedom decision-making Page 5

If utilized, what is the meaningful and inclusive process for making shared academic freedom decisions (e.g., textbooks, syllabus statements, assessments, and learning management system modules) that invites involvement from all interested faculty members (full-time and adjunct) teaching the course at the time the decision is made?

Process for shared academic freedom decision-making Page 5

How often will shared academic freedom decisions be revisited?

Process for shared academic freedom decision-making Page 5

Can exceptions be granted for common course elements? If so, what is the process?

Process for shared academic freedom decision-making Page 5

How will teaching and non-teaching assignments be determined?

Teaching and non-teaching assignments Page 6

What is the process for the assignment of adjunct faculty teaching and non-teaching assignments?
Teaching and non-teaching assignments Page 6

What is the department/division meeting schedule?
Department/division meeting schedule Page 6

How will the department/division coordinate its committees and committee service?
Department/division committees Page 7

How will the department/division support its adjunct faculty?
Adjunct rights and support Page 7