Approved on 9/18/2024

Charter (Residential Faculty Agreement (RFA) Article 1)

The Charter is a document developed by each college's Departments that reflects how the Department has determined to organize itself and make decisions. The purpose of the Charter is to allow Departments 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 Mathematics & Computer Science Department of Glendale Community College

Department Philosophy and Mission:
As the faculty of the Mathematics and Computer Science Department, we are committed to thinking innovatively to accomplish our goals as individuals and as a department with a student-centered approach, understanding that 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:
To prepare our diverse population of students to be productive and contributing members of their community with problem-solving skills, critical thinking skills, and to instruct & motivate our students to use the power, beauty, and utility of mathematics and computer science to successfully impact that community for the better.

Our objectives are for faculty:

- to help students develop critical thinking and problem-solving skills, content knowledge, and the ability to communicate ideas and information.
- and students to use appropriate technology and other tools strategically to enhance the learning of mathematics and computer science.
- to help students understand the connections within the content of mathematics and computer science, as well as applications of the subject matter to other disciplines and its use in the real world.
- to cultivate academic responsibility and good standards of professional practice.

1. Guidelines for Approving and Amending the Charter: *Recommended (RFA - 6.4)*

1.1. Approval:
Department Charters will be reviewed each spring semester, with revisions approved no later than September 30th 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. However, a Chair may revise a specific section of the document to comply with District and College policies at any time. If a Charter is in conflict 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 at least 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.

1.2. Voting Members:
Only Residential faculty members within the department are considered to be voting members. The Department Chair votes as a regular voting member of the faculty. OYO/OSO and Adjunct Faculty within the department are to be provided with all proposed amendments and given adequate time to read and provide comments on approval or non-approval of the amendment. OYO/OSO and 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.

2. Process of Identifying, Selecting, Delegating, and Compensating Department Supervisor Roles: Required (RFA 6.3, 7.2.4, 7.4.3, 7.4.4)

2.1. 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.

2.2. 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.

RFA 7.2.4: The Department 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 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 dispensation of the remaining reassigned time. Additionally, the duties listed in Article 7.2.4.2 may be performed by any Department faculty member in exchange for compensation as specified in the Department Charter and in compliance with Article 7.4.4.

Supervisory Duties Performed by the Faculty Chair or Assistant Chair	Other Department Supervisory Duties
The Faculty Chair will perform the following duties: ● Plan, manage, and oversee the Department budget ● Facilitate Department meetings ● Represent the Department on college leadership councils ● Ensure all other Department 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 level approval for Department reports (e.g., annual reports, staffing requests, program reviews) ● Submit the final schedule from Academic Program Directors to the VPAA or Designee for approval. ● Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures outlined in the College Plan. ● Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department faculty and staff. ● Address, manage, and work to resolve conflicts.	All Faculty within the Department may perform the following duties in exchange for remuneration as designated within the Department Charter: ● Identify program-specific needs and budgetary requirements ● Plan, manage, and oversee the discipline's class schedule ● Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures. ● Supervise and support Adjunct Faculty ● Evaluate Adjunct Faculty ● Perform supervisory duties for adjunct faculty, including evening classes ● Oversee and guide program- or common-course assessment in cooperation with the Math and Computer Science DAC (Department Assessment Coordinator) ● Evaluate syllabi of program faculty (both residential & adjunct) to ensure they contain required components (see MCCCD Admin. Regulations 3.6) ● Work with department lab technicians and appropriate faculty members to ensure complete construction and maintenance of lab set-up sheets for the program.

- Manage and work to resolve formally registered student concerns *[in cooperation with faculty members and with the support of the appropriate Academic Program Director]* - Manage Math and Computer Science department and program-specific budgets - Residential Faculty position search committees - Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement - Supervise and support *Residential* and Probationary faculty - Supervise, support, and evaluate staff and temporary employees according to the Staff Policy Manual. - Perform supervisory duties *for adjunct faculty* and summer supervision.	Obtain information from ICs (Instructional Councils) regarding program-specific changes and seek input from appropriate faculty on any change. As of AY 2024-25, other supervisory positions include the eCourses Coordinator & Department Assessment Coordinator (see below).

3. **Process for Shared Academic Freedom Decision-Making:** *Required (RFA 6.3)*

The Residential Faculty Agreement, the College Plan, and this Charter all support academic freedom for all faculty members in all of its forms: freedom of instruction, freedom of research and publication, freedom of intramural speech, and freedom of extramural speech.

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 multisection 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 Learning Management System (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. The process should be documented in the Department Charter and include a periodic review of decisions made. 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, All 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, All Faculty will be allowed to speak freely on all matters of institutional governance, as is necessary to support a robust system of Shared Governance."

4. Teaching and Non-Teaching Assignments: *Required (RFA 6.3)*

Course assignments are made by the Chair or Designee consistent with the mission, priorities, and instructional needs of the Department and the College in a manner that is efficient and fair. In consultation with each faculty member, The Chair or Designee determines the course load distribution for each faculty member consistent with faculty teaching loads, expertise, and based on current needs.

**Adjunct classes are assigned after residential classes. All adjuncts assigned courses with less than one week of prep time may, at their request, be paired with a Residential Faculty member to provide course materials.

4.1. Summer Assignments:
The policy for Assigning Summer School Classes is as follows:
1. Concerning priority for teaching summer sessions at GCC, it is agreed that priority for groups of teachers is in the order listed below:

    a. Residential faculty members in the Mathematics and Computer Science Department of Glendale Community College who are also under contract with the MCCCD for the academic year following the summer sessions under consideration.

    b. Glendale Community College Adjunct

2. To determine priority within these groups, it is agreed that the following policy be established:

    a. Residential Faculty who taught the least number of credit hours the previous summer will be picked first according to seniority.

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Round 1: Each faculty member will have a chance to pick one class.
Additional Rounds: Classes will continue to be picked one class at a time until faculty have picked all classes they wanted or credit hour maximums are met.

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Adjunct Faculty will be assigned classes for summer at the chair's discretion.

NOTE:
- If after the summer build meeting, a residential faculty member is interested in teaching additional classes, please contact the Department Chair.
- For summer school classes, in the case that a Residential faculty member has no summer classes, the chair may, if requested, re-assign a class from an adjunct faculty member to a Residential faculty member in accordance with the adjunct faculty handbook.
- If additional sections of a course are warranted by enrollment numbers, assignment of faculty will be at the discretion of the chair.

5. Department Meeting Schedule: *Required (RFA 6.4)*

The Chair will schedule Department meetings to include all faculty, at various times during the year, depending on the volume of business to be conducted. The chair will hold meetings at least two times a semester. The week of accountability meetings in the Fall and Spring semesters will be in person on the main campus. The schedule for regular meetings will be announced at the beginning of each fall and spring semester. The Chair shall prepare and distribute a tentative agenda before the meeting with sufficient time for Department Residential and Adjunct Faculty and staff members to request that items be included on the meeting agenda.

Adjunct Faculty are invited but not required to attend department meetings. The first meeting of each semester will be on Wednesday of accountability (morning meeting around 9:30 am and evening meeting around 6:30 pm) so that all stakeholders can be present and receive updates about the impending semester.

6. **Expectations of Department Faculty:**
Required (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, procedures, and expectations. Faculty are expected to support the educational mission of the college by engaging in the student learning assessment process for continuous improvement.

Full-time Faculty, at a minimum, should be active participants in all of the following:
- As committee members, student advocates, and/or in whatever other capacity they can render the best service in the affairs of the Department, the College, and the District.
- In the Course Level Assessment every Fall Semester.
- In teaching all classes on the day, time, location, and modality designated for each assigned course.
- By fulfilling academic support hours (office hours).
- By reviewing communications in a timely (24 hours during weekdays/48 on the weekends) manner.
- By being in residence at least two days per week.

7. Adjunct Rights and Support

7.1. **Process for Assignment of Department Adjunct Faculty Members: *Required (RFA 6.3)***
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. It is understood by all department faculty that enrollment and College budgetary needs may impact the timeliness of reappointment notification.

7.2. **Adjunct Support:** *Required (RFA 6.3)*
The department is committed to adhering to the Adjunct Faculty rights outlined in the Residential Faculty Agreement and the [Adjunct Faculty Handbook](). The department recognizes that Adjunct Faculty are an integral part of the department whose voice is important in the consideration of department goals, textbook selection, and course scheduling for those courses that Adjunct Faculty teach. The department is committed to providing tools and resources to support Adjunct Faculty retention and success in the classroom.

Additionally, Adjunct faculty will follow the [teaching expectations document]() and

complete the GCC Math Adjunct Policy, Procedures, and Expectations Acknowledgement Form before the start of each semester.

8. College-Specific Requirements from the College Plan

● If a Charter conflicts with the Residential Faculty Agreement and/or College Plan, the Residential Faculty Agreement and College Plan shall take precedence.