

## **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.

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## **Charter for the Department of Philosophy and Religious Studies**

### **Department Philosophy and Mission:**

Our department is a hybrid of two academic disciplines: Philosophy and Religious Studies. While the content and methodology of these two disciplines are different, they complement each other well. Philosophy enhances the skills of *critical thinking, analytical and synthetic reasoning*, and an appreciation of the *fundamental questions of the human condition*. Religious Studies instills appreciation of *diversity* through the study of different religions (at least five), their *structure, symbolism, rituals and myths*, and the influence of religions on *cultures*. The combination of these skills offers our students resources that will prepare them to become valuable citizens and as such make positive contributions to civilized society as well as instill in them the skills necessary to chart a productive career and prepare them to cope with a rapidly changing environment.

All members of our Department including Resident Faculty, staff, and adjunct instructors, are committed to charting creative ways in order to accomplish the Department's pedagogic mission as well as the goals of each individual member. Collectively and individually, we seek to establish and maintain a positive working environment of mutual respect for one another without regard to the roles we play. All members of our Department have a right to be treated with integrity, respect, have the right to express their diverse opinions and be heard, as well as share responsibility to the best of our ability to promote the well-being and success of our students.

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

Department Charters will be reviewed each spring semester, with revisions approved no later than September 30th in order 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 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 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  $\frac{2}{3}$  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.

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

Our department will follow the **RFA (6.3, 7.2.4, 7.4.4)** for identifying and selecting our department Faculty Chair. 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 Department Leadership Roles (Faculty Chair and Assistant Faculty Chair) will be determined based on collaboration of strengths of each leader for the benefit of the department; Chair 34 compensation will be based on the workload of each and allocated accordingly. The Chair with input from the Assistant Faculty Chair assigns workload, including, but not limited to, the assignment of teaching responsibilities, supervisory duties, and summer supervision. The Chair with input from the Assistant Faculty 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.

<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 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/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>	<p>All Faculty within the Department/Division may perform the following duties in exchange for</p>

<ul style="list-style-type: none"> <li>● Plan, manage, and oversee the Department/Division budget</li> <li>● Facilitate Department/Division meetings</li> <li>● Represent the Department/Division on college leadership councils</li> <li>● Ensure all other Department/Division Supervisory Duties are performed</li> <li>● Review and provide final approval for the selection and evaluation of Adjunct Faculty in accordance with current Human Resources procedures</li> <li>● Review and provide Department/Division level approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)</li> <li>● 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</li> <li>● Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department/Division faculty and staff</li> </ul>	<p>remuneration as designated within the Department/Division Charter:</p> <ul style="list-style-type: none"> <li>● Address, manage, and work to resolve conflicts</li> <li>● Manage and work to resolve formally registered student concerns</li> <li>● Manage program-specific budgets</li> <li>● Plan, manage, and oversee the Department/Division class schedule</li> <li>● Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures</li> <li>● Supervise and support Full-Time and Adjunct Faculty</li> <li>● Chair Residential Faculty position search committees</li> <li>● Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement</li> <li>● Evaluate Adjunct Faculty</li> <li>● Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual</li> <li>● Perform supervisory duties including evening and summer supervision</li> <li>● Oversee occupational program (e.g., supervise faculty and staff, administer Advisory Council meetings)</li> <li>● Coordinate completion of required program reports (e.g., program reviews)</li> </ul>
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- Plan, manage, and oversee the Department/Division budget: **Chair/Asst Chair**
- Facilitate Department/Division meetings: **Chair/Asst Chair**
- Represent the Department/Division on college leadership councils: **Chair**
- Ensure all other Department/Division Supervisory Duties are performed: **Chair/Asst Chair**
- Review and provide final approval for the selection and evaluation of Adjunct Faculty in accordance with current Human Resources procedures: **Chair (PHI)/Asst Chair (REL, AHU, WST)**
- Review and provide Department/Division level approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews): **Chair/Asst Chair**
- 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: **Asst Chair**
- Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department/Division faculty and staff: **Chair/Asst Chair**
- Address, manage, and work to resolve conflicts: **Chair**
- Manage and work to resolve formally registered student concerns: **Chair**

- Manage program-specific budgets: **Chair/Asst Chair**
- Plan, manage, and oversee the Department/Division class schedule: **Asst Chair**
- Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures: **Asst Chair**
- Supervise and support Full-Time and Adjunct Faculty: **Chair/Asst Chair**
- Chair Residential Faculty position search committees: **Chair (PHI)/Asst Chair (REL, AHU, WST)**
- Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement: **Chair**
- Evaluate Adjunct Faculty: **Asst Chair**
- Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual: **Chair/Asst Chair**
- Perform supervisory duties including evening and summer supervision: **Chair**
- Coordinate completion of required program reports (e.g., program reviews): **Asst Chair**

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

Process for the faculty members of multisection courses to make shared academic freedom decisions regarding common course elements, as well as the timeline for periodic review of these decisions (RFA Article 3.1)

- There are no common textbooks in our department. Book selections are made by each individual instructor every semester.
- Our department's only common assignments/assessments (for purposes of department-level assessment tracking and reporting every 3 years) are written by a faculty lead for each class and edited, revised, finalized with input from every instructor teaching a particular class.
- There are currently no required Canvas elements in our department.

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.

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.”

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

Course assignments are made by the Chair or Assistant Chair consistent with the mission, priorities, and instructional needs of the Department and the College in a manner that is efficient and fair. Course assignments are determined in consultation with each individual faculty member. The course load distribution for each faculty member is consistent with faculty teaching loads by instructors' area(s) of expertise and student need/demand by semester. Past and current student enrollment trends determine the modes, days, and times that classes will be offered. Instructor class/mode preference is considered when determining how best to meet student needs. The Chair or Assistant Chair retains the authority to make changes to address departmental needs.

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

The 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 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. Additional department meetings (virtual) are called and attended as issues arise that require department discussion/input.

#### **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 for the purpose of continuous improvement.

##### *Department-emphasized expectation based on: RFA (8) Faculty Role*

All Faculty are committed to serving the College and wider community. Examples include, but are not limited to: ensuring the academic quality and rigor of the curriculum; collaborating in shared governance; participation on hiring committees; working with relevant stakeholders in the development of instructional materials; selecting and acquiring library and other research-focused resources; and mentoring and advising students.

##### *Department-emphasized expectation based on: RFA (5.2) In-Residence*

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. In order 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 class instruction or primary non-instruction service responsibilities, two or more days per week.

*Department-emphasized expectation based on: RFA (5.3) Full-Time Faculty  
Accountability/Professional Responsibilities*

Full-time faculty members...[hold] 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 posting the time and location so that they are easily accessible to students. (*Office door and syllabi*)

*Based on RFA (18, 5.1): Residential Faculty Evaluation Plan for Core Work Improvement,  
Professional Code of Ethics for All Faculty*

PHI/REL department faculty are expected to engage in on-going activities and training to improve teaching performance (including, but not limited to: annual administration of student evaluations with consideration/application of student feedback, professional development relating to pedagogy, assessment, etc. offered through CTLE and District, continual attention to the latest academic scholarship in their respective fields.)

Our Department will coordinate any necessary or desired Department Committees through volunteerism and, or based on individual instructor experience or expertise.

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

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

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, 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.