

Charter of the GCC Public Safety Sciences (PSS) Department

I. Department Philosophy: APPROVED

As the faculty and staff of the Public Safety Sciences 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 inclusivity and mutual respect, without regard to the roles we play. We work together to succeed, while we remain responsible for our individual contributions. As employees, 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 culture we seek. The charter outlines the process and principles for the development of policies and procedures to govern the operation of the Public Safety Sciences Department.

II. Department Mission: APPROVED

Offer learning opportunities designed to help our students successfully achieve career goals and make positive contributions in their communities and chosen professions. Our students are provided quality educational experiences in public safety professions, enabling them to meet the challenges of today's emergency services professions.

III. Department Values: APPROVED

- To provide an educational environment where teaching and learning are top priorities in line with MCCC's mission and values.
- To develop positive attitudes in our students toward quality work, self-discipline, personal motivation, ethical behavior, effective leadership, resiliency, inclusivity, and teamwork.
- To prepare students for lifelong learning.
- To serve as a useful training resource for the public safety 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.

IV. Policy for Approving and Amending the Charter: APPROVED

Any employee may propose an amendment to the charter at any time. A written request must be submitted to the Department chair describing the nature of the amendment. All written

requests for amendment to the charter will be shared with the charter steering committee. The charter steering committee will meet at least once per academic year. Changes to the charter require approval by a 2/3rd majority of the voting members of the charter steering committee. Voting members include all board approved, full-time employees (faculty and non-faculty) in the PSS Department. Proposed amendments will be discussed and voted on at the next scheduled meeting of the steering committee. All amendments to the charter are subject to approval by the College Faculty Senate for compliance with the Faculty Agreement and College Plan. At the request of any voting member of the steering committee, the vote will be held by secret ballot. Voting members may vote in absentia or can assign their vote to another voting member of the committee.

V. Chair Duties: APPROVED

The following chair duties may NOT be delegated:

1. Plan, manage, and oversee the dept/Division budget
2. Review and provide final approval of the evaluation of adjunct faculty
3. Review and provide final approval for the dept/Division reports (e.g., annual reports, staffing requests, program reviews)
4. Facilitate dept/Division meetings
5. Address, manage, and work to resolve conflicts
6. Manage and work to resolve formally registered student concerns
7. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan
8. Communicate College and district objectives, policies, and procedures to dept/Division faculty and staff to ensure adherence

The following chair duties CAN be delegated:

1. Plan, manage, and oversee the dept/Division class schedule
2. Review and provide final approval for the selection of adjunct faculty
3. Participate as a representative for the dept/Division
4. Supervise and support residential and adjunct faculty
5. Chair residential faculty position search committees
6. Evaluate probationary residential faculty in accordance with faculty agreement
7. Evaluate adjunct faculty
8. Supervise, support, and evaluate staff and temporary employees
9. Supervisory duties including evening and summer supervision
10. Evaluate dual enrollment faculty

VI. Process of Identifying and Delegating Department/Division Leadership Roles: APPROVED

Decisions regarding delegation of dept/Division leadership roles will be made by the dept chair, in consultation with all dept/Division occupational program directors and the charter steering committee. Compensation for delegated duties will be determined in consultation with the Department Steering Committee, Department Chair, Dean of Career and Technical Education, and Employee Resources. 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.

VII. Course Assignments: APPROVED

Course assignments are made by the dept chair or program director based on the instructional needs of the dept in a fair manner. Instructors must be current on all required courses in the Employee Learn Center to be eligible for consideration for course assignments.

VIII. Book Selection: APPROVED

Texts are selected based on quality, currency, and cost effectiveness. Program directors will select texts in consultation with lead instructors. Program directors may select consistent text(s) for courses with multiple sections to ensure uniformity and consistency across the curriculum. These decisions are to be reevaluated on an annual basis.

IX. Department/Division Meeting Schedule: APPROVED

The dept chair will call formal Department-wide meetings when needed. Program directors may also call Division-wide meetings as needed. The dept chair or program director will provide adequate notice prior to the meeting and solicit agenda items to be added. Current adjunct faculty will be invited to dept/Division meetings.

X. Adjunct Rights and Support APPROVED

Adjunct Support:

Adjunct Faculty are valued and essential members of the Department. The Department will adhere to the Adjunct Faculty rights as outlined in the Faculty Agreement. Adjunct Faculty will be included in Department/Division meetings, textbook selections, and curriculum discussions related to their content expertise. The Department is committed to providing the necessary tools and resources to support Adjunct Faculty retention and success.

XI. Process for Reappointment of Department/Division Adjunct Faculty: APPROVED

Course “go/no-go” decisions may be made in as little as one week prior to the start of a course. The Department will notify Adjunct Faculty of reappointment or non-reappointment in a timely manner as circumstances allow.

XII. Expectations of Department/Division Faculty: APPROVED

Department/Division faculty are expected to meet their professional and institutional commitments. Faculty should be familiar with the Faculty Agreement, the College Plan, and the Department Charter to ensure compliance with all policies and procedures. Faculty are expected to serve as student advocates while performing duties related to the affairs of the Department, College, and District.

XIII. Department/Division Committees: APPROVED

It will be necessary at times to develop ad hoc committees to perform specific, relatively short-term tasks. Ad hoc committees normally should not last more than one year. These committees may consist both of faculty and staff members, depending on the purposes of the committee. Ad hoc committees will be created by the Chair or Program Director.

XIV. Process for Shared Academic Freedom Decision-Making: Approved

Faculty have the right to instructional freedom and must ensure topics are relevant to their subject. Residential Faculty, with input from OYO, OSO, and Adjunct Faculty, are responsible for determining curriculum, pedagogy, textbooks, and materials. Faculty retain the right to assign grades and evaluate student performance. In multi-section courses, faculty share responsibility for common course elements (e.g., textbooks, assessments, syllabus) through an inclusive process involving all instructors. These decisions should be reevaluated as needed, but at least annually.

Outside class, Full-Time and Adjunct Faculty are free to express personal views as citizens or public employees without institutional censorship. They should clarify when not representing the institution and maintain scholarly conduct. As public employees, they can freely discuss institutional governance. Faculty also have freedom in research and publishing in accordance with Article 4 on Intellectual Property Rights.