Charter for the English, Reading, ESL, Journalism, and Creative Writing Department

Department/Division Philosophy and Mission

Mission

The Glendale Community College English, Reading, ESL, Journalism, and Creative Writing Department, recognizing that our students represent our diverse local community with unique goals and needs, seeks to inclusively engage students as writers, readers, and critical thinkers while developing skills and knowledge to successfully adapt to evolving educational, occupational, and community needs.

Philosophy

Our departmental work is guided by Maricopa's Excellence in Teaching and Learning Guiding Principles and strives to create learning environments that foster student inclusiveness and success. We believe that our role is to "ensure inclusive and equitable quality education and promote lifelong learning opportunities for all" (SDG 4) through the development of language, literacy, and critical thinking.

Nimble
As lifelong learners, we commit to being current in our disciplines, and we seek innovation in teaching and learning. By listening to and anticipating student needs, pedagogical shifts, and social changes, we offer a relevant, engaging, and connected educational experience for our students.

Connectors
As connectors, we direct students to diverse support and opportunities. We cultivate a culture of sharing information and opportunities to enlighten and enrich the lives of students and the community.

Collaborative
As professionals, we value our relationships with each other and work to collaborate, knowing that our connections and commitment to each other will help foster an environment of diversity, innovation, and trust.

Inclusive
As human beings, we create a welcoming environment for all in our community. We commit to awareness of our own biases and the work necessary to foster a community where students see themselves reflected in the classroom with safe space for all to achieve their goals and reflected in the curriculum through both the materials chosen as well as the delivery of content. We prioritize recruiting and hiring qualified faculty with diverse backgrounds that reflect those of our students.

1. Guidelines for Approving and Amending the Charter

Department Charters will be reviewed each spring semester, with revisions approved no later than October 15 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 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.

Within twelve (12) months of the beginning of a new term of a Faculty Chair, the Department/Division Charter must be reviewed and approved by the Department/Division Residential Faculty. All updated Department/Division Charters will be reviewed by the Faculty Senate to ensure alignment with policy. (RFA 6.4)

2. Process of Identifying, Selecting, Delegating, and Compensating Department/Division Supervisor Roles

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.

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.

Duties exclusive to the Faculty Chair:

- *Plan, manage, and oversee the Department/Division budget*
- *Ensure all other Department/Division Supervisory Duties are performed ● Review and provide final 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) ● 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*
- *Engage in progressive interventions for faculty and progressive discipline 2025–2026 Residential Faculty Agreement 43 for staff, as appropriate*
- *Manage and work to resolve formally registered student concerns*
- *Manage program-specific budgets*
- *Plan, manage, and oversee the Department/Division class schedule*
- *Chair Residential Faculty position search committees*
- *Evaluate Probationary Faculty in accordance with the Residential Faculty Agreement ● Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual*

Duties that may be shared with or delegated to Assistant Chairs:

- *Facilitate Department/Division meetings*
- *Represent the Department/Division on College leadership councils*
- *Communicate and ensure adherence to College and District objectives, policies and procedures applicable to Department/Division faculty and staff*
- *Address, manage, and work to resolve conflicts*
- *Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures*
- *Supervise and support All Faculty*
- *Evaluate Adjunct, OYO, and OSO Faculty*

- *Perform supervisory duties including evening and summer supervision* 3

- *Oversee occupational programs (e.g., supervise faculty and staff, administer Advisory Council meetings)*
- *Coordinate completion of required program reports (e.g., program reviews)*

3. Process for Shared Academic Freedom Decision-Making

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.

All faculty in the department are experts within their disciplines and are thus responsible for selecting textbooks and other instructional materials for their courses based on quality, cost-effectiveness, and the best interests of their students.

As noted in RFA 3.1, in a multisection course taught by several faculty members, responsibility is shared among the instructors for identifying common course elements including (but not limited to) textbooks, syllabus statements, assessments, and Canvas modules. This shared academic freedom supersedes the academic freedom rights of individual faculty members and should be to the benefit of students who may change sections, instructors, etc.

Decisions regarding common instructional elements should be reevaluated regularly by appropriate faculty. At a minimum, this should be done at least once every three years.

4. Teaching and Non-Teaching Assignments

Course assignments are made by the 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/Program Director/Designee determines the class meet times/schedule/modality and, in consultation with each faculty member, determines the course load distribution for each faculty member consistent with faculty teaching loads and expertise and based on current need. If course assignments and load distributions are designed by a Program Director or Designee, the Chair retains the authority to make changes to address departmental needs. All department faculty are required to have completed “Canvas Basics” and “Canvas Assessments” in order to teach in the department. Additionally, all eCourse faculty (online, hybrid, etc.) are required to complete “Strategies for Effectively Teaching Online” in order to teach any department eCourse.

5. Department/Division Meeting Schedule

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.

6. Expectations of Department/Division Faculty

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.

7. Adjunct Rights and Support

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, 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.

8. College-Specific Requirements from the College Plan

The RFA (section 7.8) requires "Other faculty members performing compensated supervisory duties within the Department/Division will be evaluated as prescribed by the College Plan.”

To meet the above requirement, the English, Reading, ESL, Journalism, and Creative Writing Department evaluates all faculty in leadership roles via an annual feedback form sent by the Faculty Chair to all department faculty.