Charter for the Glendale Community College Library
Submitted to the GCC Faculty Senate on 10/14/2024

Library Department Philosophy: GCC Library Faculty are information professionals committed to student-centered teaching and learning and to innovation in our instruction and services. We uphold the values of our field, which define Library and Information Science as a human-based, scholarly profession bringing people, information, and ideas together. We encourage our GCC community to pursue a passion for learning, and connect them to high-quality information resources in support of their academic, professional, and personal goals. The decisions we make as a department focus on these principles and rely upon transparent, thoughtful discourse and shared responsibility. Library faculty work as a team, listening with respect to diverse points of view, assuming positive intent, and supporting one another professionally as we make key decisions for the department. We establish this charter to specify the guidelines 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 Library Department.

Library Faculty Mission Statement: Enrich the lives of our students, staff, and college faculty through high-quality teaching and the design of equitable access to diverse information resources, services, spaces, and programs. To achieve this mission, GCC Library Faculty:

- Provide robust instruction of information literacy in multiple modalities so students may practice and refine research skills and the critical evaluation of information.
- Select and maintain a wide variety of quality information resources and library materials, primarily in support of curricular and co-curricular activities but also to facilitate academic and civic discourse, professional preparedness, and in support of the general interests of the college community.
- Engage in continuous assessment and constantly pursue innovations in instructional designs, technologies, measurable student learning outcomes, services, and spaces to meet the evolving needs of the GCC community.
- Seek student input in the design of our programs and services, and actively pursue solutions to student roadblocks based upon their experiences.
- Integrate diversity, equity, and inclusion into the design and scope of our work.

- Represent GCC locally and nationally through service on committees and participation in professional organizations.
- Attend and/or lead professional development opportunities and apply, as appropriate, to our ever-evolving work.
- Promote lifelong learning and improve the lives of our users by encouraging and supporting academic inquiry, curiosity, innovation, and critical thinking.

1. Policy for Approving and Amending the Charter:

1.1. **Approval:** Approval of the charter requires a vote of at least ⅔ of the eligible voting members.

1.2. **Voting Members:** All residential faculty members within the Department, including the Chair and OYOs who have worked for at least one semester in the GCC Library, are considered to be eligible voting members. Adjunct faculty within the Department are not eligible voting members but are to be provided with a copy of the initial charter and any proposed amendments. Adjuncts will be given adequate time to submit their feedback to the residential faculty prior to any voting.

1.3. **Amendments:** Any residential library faculty member may propose an amendment to the charter at any time, either by submitting a written proposal to the Chair or by creating a meeting agenda item for discussion. Faculty members will be given sufficient time to read and consider a proposed amendment prior to voting upon it. At the request of any voting member, the vote will be held by secret ballot, ensuring anonymity. The GCC Library team aspires to achieve consensus, but will accept a 2/3 vote of the eligible voting members. Once a proposed amendment has received the necessary votes, it will be enacted, subject to the approval of the College Faculty Senate for compliance with the Faculty Agreement and College Plan. In the event a proposed amendment does not receive the necessary 2/3 vote to pass, the faculty member who initiated the proposal may resubmit the proposal with relevant changes.

1.4. **Charter Review:** The Charter will be reviewed for required changes annually by the Department Chair. Subsequently, any proposed revisions will be presented to the department faculty for approval.   A review may also occur outside this cycle should a matter demanding immediate attention arise. Any residential faculty may suggest a review at any time but must provide a brief, written explanation detailing the perceived necessity. Department Charters with any approved changes are due to the Faculty Senate by Oct. 15 of each academic year.

1.5. **Assuring Charter Compliance:** At least every three years before the election cycle, the Chair will review the Charter to gauge its compliance with the Faculty Agreement and College Plan. At that time, revisions to the Charter will be considered by the Department in order to align the three documents. In the case of a conflict between these documents, the Faculty Agreement and College Plan take precedence.

2. Chair Duties: The Chair shall follow the duties and obligations of a Chair as outlined in the Faculty Agreement, College Plan, and this Department Charter. The Chair has the primary responsibility for operating the Department in an efficient, professional manner. This includes day-to-day operations and policy implementation. Consultation with the Dean and/or VPAA is highly encouraged, as appropriate, to support the needs of the Department.

7.2.4.1 Supervisory Duties Performed by the Faculty Chair or Assistant Chair	**7.2.4.2 Other Department/Division Supervisory Duties**
The Faculty Chair and/or Assistant Faculty Chairs will perform the following duties: ● Plan, manage, and oversee the Department/Division budget ● Facilitate Department/Division meetings ● Represent the Department/Division on college leadership councils ● Ensure all other Department/Division 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/Division level approval for Department/Division reports (e.g., annual reports, staffing /r0 charrequests, program reviews) ● 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 ● Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department/Division faculty and staff	All Faculty within the Department/Division may perform the following duties in exchange for remuneration as designated within the Department/Division Charter: ● Address, manage, and work to resolve conflicts ● Manage and work to resolve formally registered student concerns ● Manage program-specific budgets ● Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures ● Supervise and support Full-Time and Adjunct Faculty ● Chair Residential Faculty position search committees ● Evaluate Adjunct Faculty ● Perform supervisory duties including evening, weekend**,** and summer supervision ● Oversee occupation program (e.g., supervise faculty and staff, administer Advisory Council meetings) ● Coordinate completion of required program reports (e.g., program reviews)

● Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement ● Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual. Some supervisory duties pertaining to Access Services staff may also be delegated to the Access Services supervisor (who will remain supervised by the library chair). ● Provide oversight in working with campus Facilities to ensure safe and functional learning space for students and library faculty and staff	● Other service lead or supervisory work important to the Library mission as determined by the chair.

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.

3. Process of Identifying and Delegating Department/Division Leadership Roles:
The Chair may delegate leadership roles in a manner consistent with the Faculty Agreement, the College Plan, and the goals of the Library Department. The Chair will designate workload, and distribute responsibilities in consultation with individual residential and adjunct faculty members each semester. Additionally, the Chair may revoke delegated duties each semester.

Procedure for assigning supervisory roles: Prior to the start of the Fall semester, the Chair will provide full time faculty a list of supervisory positions and associated responsibilities in order to solicit interest and feedback. This list will need to correspond to the supervision requirements listed in the RFA and supporting documents and should be developed with faculty input. Faculty may then communicate their desire to be considered for supervisory positions. The Chair will attempt to accommodate those interested fairly, while considering how to best meet the needs of the department. Following the selection of supervisory assignments, the chair will email out a list of faculty selected for each role. Any questions regarding rationale for not being selected for a role will be provided in writing upon request. Mid-year, the Chair will ask those with supervisory assignments if they wish to continue in their supervisory role for the duration of the year.

Procedure for revoking supervisory roles: In the event the Chair must revoke supervisory duties, the affected faculty member will be contacted by the Chair. In this written or electronic notice, the Chair will document issues in completing responsibilities,

providing clear evidence. Duties may be revoked due to a lack of fulfilling documented responsibilities for the delegable role. The Chair shall provide adequate notice with ample opportunity for corrective action before notifying HR & administration of the revocation request.

4. Course & Instructional Assignments:

4.1 **Academic Year (Hours of Accountability)**

The Chair will consult with each residential faculty member to assign instruction load and work assignments, including: reference desk hours, information literacy instruction, credit classes, and other Library service responsibilities. Assignments will be determined based upon expertise, need, and, when possible, faculty interest. Residential faculty will be provided the first opportunity to teach a credit course for load before the opportunity is offered to an adjunct.

4.2 **Extended Academic Year & Summer Hours**

In following the Faculty Agreement (10.4.1), first consideration for "extra pay for extra work" will be given to residential faculty with any remaining time to OYOs, OSOs, and adjuncts. The Chair will consult with each individual faculty member to consider requests. Those working during the evenings and weekends will be expected to provide Information Literacy instruction, as needed.

5. Department/Division Meeting Schedule: Library faculty will meet a minimum of once monthly during the Fall and Spring Semesters. When there is a need, additional meetings may be called.

6. Adjunct Rights and Support

6.1 **Adjunct Support:** GCC Library is committed to providing opportunities for the academic and social inclusion of Library adjuncts. Based upon interests and experience, adjuncts shall be invited to participate in department projects, creating opportunities for collaboration and professional growth. The Department, while having high expectations for the work of adjunct faculty, also will provide quality support.

Presently, the Library supports adjuncts by:
- Maintaining an information repository for library best practices and procedures related to reference service as well as information regarding current reference questions, system statuses, etc.;

- Regular distribution of Departmental Meeting minutes;
- Regular email communication from the Library Chair;
- Information related to training and professional development opportunities.

Library adjuncts are welcome to attend Library Faculty or Department meetings and encouraged to participate in social events. New adjunct faculty will be asked if they would like the help of a Library faculty mentor, who, in addition to the Chair, will answer questions and provide guidance.

Annually, Library adjuncts will be surveyed regarding the quality of the support they are receiving from the Library team, along with an opportunity to suggest improvements. This feedback will be used to improve communication and provide an avenue for adjuncts to suggest additional avenues of support.

6.2 Process for Reappointment of Department/Division Adjunct Faculty: Library adjunct faculty assignments shall include various responsibilities in support of teaching and learning. Instruction and reference are essential parts of library adjunct faculty assignments. Additional responsibilities may include:

Standard:
- Provide reference and research assistance to the GCC College community.
- Plan and provide information literacy instruction for classes at the request of GCC faculty in consultation with the Library Instruction Lead.
- Provide input in the selection and withdrawal of Library resources.
- Assist with instructional aids such as LibGuides.
- Develop methods of increasing public awareness of Library services.
- Other duties as assigned to support the mission of the Library, as determined in consultation with full time faculty.

Enhanced Assignments:

- Teach credit bearing courses in the Information Studies program.
- Develop instructional materials in support of the Information Literacy program.
- Plan and administer assessment activities for the Information Literacy program, analyze resulting data, develop transformations, and generate assessment reports.
- Develop and maintain the content and layout of the GCC Library website.
- Serve as a resource specialist available for consultation in specific areas of information retrieval.
- Participate in special projects or scholarly activities undertaken by the library/faculty.

Each semester, the Department Chair will analyze the need for Library adjunct support and the available hours based upon budget. Assignments will be first awarded to those who can provide both standard and enhanced assignments, as well as those invested in learning those duties. Remaining reference service hours will be allocated based upon availability during schedule times of need. Adjunct evaluations and experience will also be taken into account by the Chair when making scheduling decisions.

6.3 **Process for Reappointment of Department/Division Adjunct Faculty:**

Library adjuncts will be informed of the renewal of hours or re-assignment of classes within one month of the upcoming school term. If hours are not available for the next academic session, individuals will be informed at that time and provided rationale for the decision.

7. Expectations of Department/Division Faculty: All GCC Library faculty, both residential and adjunct, are expected to support the philosophy and mission of the Library Department as outlined at the beginning of this Charter document. In order to do so, full-time library faculty are expected to be on campus for a minimum of three days per week as part of their accountability hours unless there are circumstances that require them to be off campus. Such accommodation must be approved by the Chair. Prioritization of duties and projects related to the mission is determined by the Chair. Faculty should familiarize themselves with the Faculty Agreement, the College Plan, and the Division Charter to ensure compliance with all policies and procedures.

8. Department/Division Committees: The District Libraries work collaboratively in providing instruction, service, and resources to MCCCD students and faculty. In support, the GCC Library Chair assigns residential faculty to the following groups based upon experience, current role in the library, and, when possible, interest.

- Ask a Librarian Committee - Coordinates the Ask chat reference service across the District.
- Collection Development Group (CDG) - Oversees processes related to the District purchase and maintenance of shared collection materials; engages in professional discussion related to best practices in collection development.
- District Libraries Council (DLC) - Provides strategic leadership and planning for MCCCD Libraries. The Department Chair serves on this group.
- Electronic Resources Committee (ERC) - Collaborates in the management of the District-funded electronic resources collection used by students and faculty at all ten MCCCD campuses. The group evaluates, selects, and markets these resources in support of teaching and learning.
- Library Digital Group (LDG) - Collaborates in supporting the systems and technologies which allow access to Library resources at MCCCD. Most often, the systems librarian will participate in this group.

- Library Instructional Council (LIC) - Responsible for Information Studies curriculum and articulation. Most often, the Library Instructional Coordinator will be the representative of GCC on this Council, however this may be negotiated.
- Other official Maricopa District Library committees as they arise.

9. Academic Freedom

Academic freedom is the bedrock upon which education and libraries flourish. It is essential to the discovery and development of new knowledge and the dissemination of that knowledge by subject matter experts. 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.

As Maricopa Faculty, Library Faculty are entitled to instructional freedom in the discussion of their subject area with students, the development of information resources and learning tools in support of the college curriculum, and in assisting students find information and learn valuable research skills. To this end, Library Residential Faculty, in consultation with OYO, OSO, and Adjunct Faculty, will determine curriculum and relevant subject matter for courses, the acquisition and development of learning materials to support curriculum, educational pedagogy and approaches in the classroom, and selection of textbooks and information resources relevant to their work.

9.1 Shared Academic Freedom

While the library supports the individual academic freedom of its faculty, there may arise instances in which library faculty may wish to make collective decisions upon common course elements that overlap across the responsibilities of several librarians. Such elements may include (but are not limited to), common formatting of guides and tutorials, configuration of search platforms and databases, textbook selection, collectively taught workshops, 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 insight of content experts and involvement from all interested faculty members (full-time and adjunct) involved in the instructional efforts of the library. Decisions regarding common instructional elements should be reevaluated regularly by appropriate faculty.

If there are cases of disagreement regarding what might constitute a common instructional element, the area lead among the library faculty should first be consulted. However, if disagreement remains, the library chair will weigh judgment over the decision. If the chair's decision is not acceptable to conflicting parties, a new consensus

should be sought. Should consensus not be achieved, a vote can be taken by the full-time library faculty to render a final decision, with the chair vote breaking ties.

9.2. A Note on Course Textbook Selection: The Library is committed to selecting credit course textbook options at the least cost to students. OER and presently licensed Library resources should most often be chosen by the instructor(s) teaching credit courses. In the case a fee based textbook is warranted, it should be selected based upon quality and cost effectiveness.