Glendale Community College - Chemistry Department Charter

Chemistry Department Philosophy and Vision:

As the faculty of the Chemistry Department at GCC, 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 aligned. 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.

Chemistry Department Mission:

The GCC Chemistry Department will offer academically rigorous learning opportunities in the chemical sciences, designed to help our students successfully achieve their academic and career goals, to meet the challenges of today's complex work environment and compete effectively in the global marketplace.

Chemistry Department Objectives:

To provide an educational environment where teaching and learning are top priorities; To prepare students for university transfer;

To develop positive attitudes in our students toward quality work, self discipline,

personal motivation, ethical behavior, leadership, and teamwork;

To develop critical thinking skills;

To prepare students for lifelong

learning;

To provide training relevant to workforce development;

To encourage professional development among faculty;

To model effective organizational performance based on commitment, individual competence, integrity, self-management, and pride;

To improve instructional quality through regular and consistent use of relevant and effective assessment methods.

1. Guidelines for Approving and Amending the Charter:

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 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:

The Chemistry Department recognizes that Department and College level issues, initiatives, and challenges are dynamic and that the needs of each Department Chair are individually-based and subject to change. Accordingly, the GCC Chemistry Department will allow each Chair to determine which, if any, delegable duties they choose to delegate and may change such duties on a semester-by-semester basis.

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.

Summer supervisory pay will be assigned to the faculty member or chair who is assigned the summer supervisory duty.

- Plan, manage, and oversee the Department/Division budget **[Chair]**
- Facilitate Department/Division meetings **[Chair]**
- Represent the Department/Division on College leadership councils **[Chair**, **or designee as needed]**
- Ensure all other Department/Division Supervisory Duties are performed **[Chair]**
- Review and provide final approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures **[Chair]**
- Review and provide Department/Division level approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews, assessment reports) **[Chair]**
- Determine Department/Division class schedules subject to final approval by the VPAA or designee **[Chair in conjunction with Assistant Chair]**
- Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan **[Chair]**

- Communicate and ensure adherence to College and District objectives, policies and procedures applicable to Department/Division faculty and staff **[Chair]**
- Engage in progressive interventions for faculty and progressive discipline 2025-2026 Residential Faculty Agreement 43 for staff, as appropriate **[Chair]**
- Address, manage, and work to resolve conflicts **[Chair or Assistant Chair, as appropriate]**
- Manage and work to resolve formally registered student concerns **[Chair]**
- Manage program-specific budgets **[Chair]**
- Plan, manage, and oversee the Department/Division class schedule **[Assistant Chair]**
- Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures **[Assistant Chair]**
- Supervise and support All Faculty **[Chair and Course Coordinators]**
- Chair Residential Faculty position search committees **[Chair]**
- Evaluate Probationary Faculty in accordance with the Residential Faculty Agreement **[Chair]**
- Evaluate Adjunct, OYO, and OSO Faculty **[Chair and Assistant Chair]**
- Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual **[Chair]**
- Perform supervisory duties including evening and summer supervision **[Assistant Chair]**
- Oversee occupational programs (e.g., supervise faculty and staff, administer Advisory Council meetings) **[Chair]**
- Coordinate completion of required program reports (e.g., program reviews) **[Chair]**

The list below outlines continuing roles assigned to Residential Faculty within the Chemistry department. These roles are subject to change, addition, or deletion, to meet the vision and mission of GCC and the Chemistry department. Among the Department's supporting leadership roles staffed on an ongoing basis are:

a. **Assistant Department Chair.** Tasks may include scheduling, adjunct faculty supervision and evaluation, delegated approval, and performing chair duties when department chair is absent.

b. **GCC North Coordinator.** Provide oversight of the GCC North Campus functions related to the Chemistry Department, including assisting faculty, staff and students, facilitating lab operations, and liaising with administration.

c. **Course Coordinators.** Each unique course taught by the Department will be assigned a Course Coordinator. The Course Coordinator will have the responsibility to

collaborate with all instructors teaching that course to develop and maintain a sound and consistent approach to instruction of the course, while still respecting the academic freedom of each instructor. The Course Coordinator also will assist the Department Assessment Coordinator in completing assessment reports for those courses. Course Coordinators generally will be selected from faculty who are (or recently have been) actively teaching those courses.

d. Department Assessment Coordinator (DAC). The DAC is responsible for coordinating the department's course assessment efforts, liaising between the Department and the college's DAC Committee, and facilitating the Course Coordinators in planning and reporting their assessment efforts. Currently, the college provides 1.5 load hours of Reassign Time per semester for serving in this role.

e. Instructional Council (IC) Representative. The IC Representative participates in the District-wide Instructional Council to review and propose curriculum and course updates relevant to the Department's instructional offerings. The IC Representative will engage with the other members of the Department to keep them apprised of proposed changes and to seek their feedback so as to inform their representation on the IC Council.

f. **eCourse Coordinator.** The eCourse Coordinator will serve as the department representative on the eCourses Committee each year. This faculty member will relay essential information to the department regarding issues of online, hybrid, and live online modalities.

2.1 Compensation of assigned roles

a. Department chair **-** per RFA, department chair will elect Chair-34 or Chair-40 compensation to include monetary compensation as well as reassign load assigned to complete necessary chair tasks.

i. For Fiscal year 2026-2027, Dr. Leedy has elected Chair-34. As referenced in 7.4.2.1, Faculty Chair Stipends in an Academic year, page 51:

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ii. "The Faculty Chair-34 shall receive a stipend for the academic year

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representing 144 clock hours of work over the academic year. The Faculty Chair-34 Academic Year stipend is 144 times the Faculty Chair Hourly Rate. (Using 2026-2027 rates, the stipend amount is $9,393). Departments/Divisions led by a Faculty Chair-34 shall receive an additional thirteen (13) Load hours of reassigned time to be distributed among the Department/Division supervisory roles."

Stipends may be exchanged for reassigned time at the current Level 1 Non-Core Overload Rate ($1166 for 2026-2027; obtained from Supervisory Google Sheet shared by Kim Golis) per Load /Load-Equivalent hour of reassigned time.

The Faculty Chair stipend for the summer (for both Faculty Chair-40 and Faculty Chair-34) represents 60 clock hours of work. The stipend amount is 60 times the Faculty Chair Hourly Rate. Faculty Chair summer stipends and associated duties may be delegated to other Department/Division Residential Faculty. Any additional hours worked must be paid at the Faculty Chair Rate.

b. Department Chair will receive 9 load reassigned time for Fall 2026 and 9 load reassigned time for Spring 2027.

c. Assistant Department Chair will receive 3.5 load reassigned time each for Fall 2026 and Spring 2027.

d. Course Coordinators will be assigned annual stipends to compensate for work done to coordinate schedules, drafting a common syllabus (which can be used, modified, or not used at instructor's discretion as long as it meets criteria set in

Academic Regulations 3.6), determining final exam updates as needed, and completion of assessment.

Fall 2026 stipends for Course Coordinator compensation are as follows:

Lectures		Labs	
130	$654.85	130	$708.09
151	$407.29	151	$407.29
152	$194.33	152	$194.33
230	$163.71	230	$163.71
235	$191.67	235	$191.67
236	$163.71	236	$163.71

Stipends will be determined each fall. Distribution will be determined by the amount of load left over after department chair and assistant chair RTA's (reassigned time appointment) are determined. Stipends will be distributed relative to the number of sections, faculty, adjunct faculty, and course changes needed. It is expected that course coordinators will share any large projects (rewriting final exams, significant curricular changes, etc.) with the department chair so that funds can be allocated accordingly. Stipend amounts are expected to change each year (increase or decrease) as the district's calculation of department stipend is determined. Department stipends are based on department enrollment from the previous year.

e. DAC will be assigned 1.5 reassign load each semester per GCC administration.

f. IC representation will be a committee assignment - no reassign time allotted.

g. eCourse Coordinator **-** currently a committee assignment with no reassign time allotted.

2.2 Evaluation of Supervisory roles

Evaluation of supervisory roles that receive a stipend (Department Assistant Chair, Department Assessment Coordinator (DAC), and Course Coordinators) will be evaluated by the department as appropriate. A department Google Form will be created that lists duties and responsibilities for each role. All faculty are expected to provide feedback to the course coordinator of the course(s) for which they currently teach in an academic year. Staff are also encouraged to provide feedback to course coordinators for any components that require staff assistance.

The form and responses will be maintained by and housed in the department Administration Specialist Senior's Google drive. The Administrative Specialist Senior will distribute the form to collect feedback early in the spring semester and disseminate responses near the end of each spring semester. The department chair will also have access to responses in order to evaluate the effectiveness of the supervisory roles as well as address any potential issues that require intervention.

a. Everyone in the department - Residential Faculty, Adjunct Faculty, and Staff - will be given an opportunity to evaluate the Assistant Department Chair.

b. All department faculty will be given an opportunity to evaluate the Department Assessment Coordinator.

c. Everyone in the department - Residential Faculty, Adjunct Faculty, and Staff **— will** be given an opportunity to evaluate Course Coordinators for the courses they have taught or assisted with over the previous academic year.

3. **Process for Shared Academic Freedom Decision-Making**:

Learning Management System:

Each instructor is expected to use Canvas to post course syllabus and grades, at a minimum. Course Coordinators will develop a course shell that is available for instructors to use and modify, if desired. In order to offer lab make-ups and to provide consistency in lab set-ups for the stockroom staff, lab courses are expected to follow the outline provided by the course coordinator.

Course Syllabi:

Each instructor is responsible for providing students with a course syllabus that includes at least the required components according to AR 3.6. To facilitate this, prior to the beginning of each semester, the Course Coordinator will create and share a sample syllabus with a proposed course schedule for other instructors of the course to use or modify.

Faculty are strongly encouraged to use Simple Syllabus (Syllabus+) in Canvas for their

courses.

Textbook Selection for Lecture and Lab Courses:

Texts and other instructional materials are selected on the basis of quality, cost effectiveness, and harmonization of curriculum across all sections of a given course taught in the department, where practical.

Every 3 years, or more often as exigencies may require, Course Coordinators will work with Residential and Adjunct faculty teaching the courses to develop a consensus on which texts and other instructional materials to adopt and/or retain.

Where Low Cost / No Cost texts and instructional materials are available, are of good quality, and are considered by teaching faculty to be suitable for their respective courses, the department generally will give preference to adopting and retaining those materials for the economic benefit of students.

In labs that use OER materials written in-house, the Course Coordinator will coordinate changes to labs, instructions, and ancillary materials with the assistance of all instructors who teach that course. Course Coordinators may choose to use a Canvas shell to house common materials for use by all instructors.

Final Exams:

Courses that have more than one section will discuss the use and implementation of a common

course final exam. If a common final exam is agreed upon, faculty will decide together whether that will be written in-house with all course instructors taking part in the

writing and editing of the final or an official final exam provided by the American Chemical Society or an equally accredited association.

If academic freedom is chosen over the use of a common course final, instructors will give due consideration to the importance of designing an exam that provides for general consistency and fairness in student learning assessment across sections.

4. Teaching and Non-Teaching Assignments:

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

Each semester's schedule will begin by rolling over the previous schedule (fall-to-fall, spring-to-spring, and summer-to-summer). Instructor assignments in courses will remain the same unless there is a desire or need for a change. The Office of Curriculum and Scheduling (OCAS) will analyze the previous semester's data to determine the ideal number of sections to offer. Residential faculty will be assigned full load schedules, including reassigned time and assigned courses, first based on scheduling needs of the department and instructor availability. Residential faculty will choose whether or not they want overloads. Remaining sections will be assigned to Adjunct faculty.

- Any remaining unassigned sections will be announced to both Residential and Adjunct faculty to cover as load and schedules allow, with priority given to Residential

Section assignments will be adjusted closer to the start of a semester based on **fill** rates.

Summer sections will be offered to Residential Faculty first. Any remaining sections will then be offered to Adjunct Faculty.

5. Department Meeting Schedule:

The Chair will call official Department meetings at various times during the year, depending on the volume of business to be conducted, but at minimum at least once per month.

The schedule for regular meetings will be announced at the beginning of each fall and spring semester. Meetings generally will be scheduled for the Friday after the Department Chair meetings. Schedule conflicts will be discussed and department meetings rescheduled as necessitated by the needs of the department. Dates will be selected at the beginning of each semester with changes occurring as needed to accommodate faculty schedules. 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 or edited on the meeting agenda.

Adjunct Faculty will be invited to attend Department meetings with non-student contact compensation upon the approval of the Chair and with budgetary consideration.

6. Expectations of Department 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.

Faculty members who wish to change committee assignments are encouraged to consult with the Department Chair and other colleagues on proposed committee service, in order to maximize effectiveness of faculty service and broaden the impact of faculty engagement in supporting the educational mission of the college.

All faculty are required to have completed "Canvas Basics" and "Canvas Assessments" in order to teach in the department. Additionally, all eCourse faculty are required to complete "Strategies for Effectively Teaching Online" before teaching any online or hybrid sections.

Online and Hybrid Sections:

These modalities will be offered by the Department as enrollment needs warrant. Data from Ad Astra and GCC OCAS (Office of Curriculum and Instruction) and consultation with the Department's Dean will help determine scheduling needs. GCC Chemistry Lab courses will remain in person. Instructors of online and hybrid lecture courses must complete CTLE's "Strategies for Effective Teaching Online" and RSI (Regular and Substantive Interactions)

training within their first year of teaching hybrid or online courses.

Instructors teaching an online course (130 and higher) are required to give exams in person in a proctored environment. Proctoring is coordinated in the Chemistry department using PS classrooms. Instructors are expected to proctor one in person session per exam offered, for each section they teach as part of their course load. If they cannot proctor a session, they will submit an absence and request a sub.

Absences and Process for Finding Substitutes:

Instructors having to miss a class will request a substitute as early as possible. This can be done by email - either directly requesting someone to cover, or send the request to the Chemistry Department Residential and/or Adjunct faculty distribution lists.

The instructor will enter their course information on the Department Subbing Google Sheet found in the Department Canvas course. The instructor will list the date, class meeting information, and general topic to be covered in the Subbing Google Sheet. The instructor will also be responsible for entering their absence in HCM, if necessary. College business absences are not required to be reported.

The faculty member who provides the substitute instruction will enter their time in HCM using the instructions linked at the top of the Subbing Google Sheet.

7. Adjunct Rights and Support

7.1 Process for Assignment of Department 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. Adjunct Faculty shall be invited to participate in Department committees with appropriate compensation upon the approval of the Chair and with budgetary consideration.

Adjunct Faculty are encouraged to read and become familiar with the Adjunct Faculty Handbook. This can be found by searching "Adjunct Faculty" at MCCCD site: maricopa.sharepoint.com. Adjunct faculty will receive regular email updates from GCC and District Adjunct Representative(s). Adjunct Faculty are encouraged to learn about

and participate in the Tier System that is based on participation in Professional Growth. Information about this system is linked in the Department Canvas course.

8. College-Specific Requirements from the College Plan

Disclaimer: If this charter is not in alignment with the Residential Faculty Agreement, Adjunct Faculty handbook, Staff Policy Manual, and/or College Plan, those documents supersede this one.