

## **Charter (Residential Faculty Agreement (RFA) Article 1)**

The Department/Division 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 Department/Division Charter is to allow Departments and Divisions flexibility in their self-governance while ensuring transparency and participation as appropriate by All Faculty within the unit. In no case may the Department/Division Charter conflict with the provisions of the College Plan or Residential Faculty Agreement.

This document outlines the required and recommended components of the Charter and is reviewed by the college's Faculty Senate.

The Department/Division Charter is a document developed by each Department/Division's Residential Faculty, in consultation with its OYO, OSO, and Adjunct Faculty, which describes the operational processes of the Department/Division.

Consultation with the Dean and/or VPAA is highly encouraged during the creation, review, and amendment process of the Department/Division Charter. Department/Division Charters are made publicly available online by the Faculty Senate and are included in an Appendix to the College Plan. Within twelve (12) months of each Faculty Chair election, the Department/Division Charter must be reviewed and approved by their Residential Faculty.

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### **Charter for the Performing Arts Department At Glendale Community College Effective October 2025**

#### **Department/Division Philosophy and Mission**

*The GCC Performing Arts Department has a reputation and history of distinction fostering student scholastic success and cultivating peak participatory arts experiences. Our exceptional faculty members are committed to advancing our vision of providing accessible student-focused creative pathways. We are universally dedicated to cultivating academic and technical mastery, artistry and critical aesthetic thought in a nurturing, yet challenging, arts environment. Congruent with college objectives, the Department pursues a mission of aiding and inspiring students to meet their individual artistic and career goals.*

## **1. Guidelines for Approving and Amending the Charter: *Required***

Within twelve (12) months of each Faculty Chair election, the Department/Division Charter must be reviewed and approved by their Residential Faculty. 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 6.4, 7.2.4, 7.4.4)***

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. 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.*

### **Supervisory Duties Performed by the Faculty Chair**

- 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
- Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual
- 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
- Communicate and ensure adherence to College and District objectives, policies and procedures applicable to Department/Division faculty and staff

### **Other Department/Division Supervisory Duties that may be delegated**

- Address, manage, and work to resolve conflicts
- Manage and work to resolve formally registered student concerns
- Manage program-specific budgets
- Plan, manage, and oversee the Department/Division class schedule
- Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures
- Supervise and support all Faculty
- Chair Residential Faculty and Staff position search committees
- Evaluate Probationary Faculty in accordance with the Residential Faculty Agreement
- Evaluate Adjunct Faculty
- Supervise, support, and evaluate temporary employees, according to the Staff Policy Manual
- Perform supervisory duties including evening and summer supervision

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

### **Duties Specific to the Performing Arts Department**

- Oversee all improvements and maintenance of the Department's facilities
- Oversee maintenance of all Department equipment
- Oversee Department marketing, advertisement and recruitment efforts, including social media platforms
- Oversee the Department's performance calendar
- Coordinate the maintenance of the Department Faculty and Staff Handbook
- Coordinate the maintenance of the Department Charter
- Oversee accreditation efforts

### **Common PAD Supervisory Roles**

The Performing Arts Department encompasses the disciplines of Dance, Music, Music Industry Studies, and Theatre and is traditionally led by the following roles...

- Department Chair
- Occupational Program Director - Music Industry Studies (MIS)
- Academic Program Director - Dance
- Academic Program Director - Theatre
- Academic Program Director(s) - Music

The OPD of MIS is chosen by the Department Chair from the MIS faculty and approved by the majority of the residential faculty.

Music, Dance and Theatre APDs are chosen by the Chair and approved by the majority of the residential faculty.

All aspects of the Program Directors are the ultimate responsibility of the Department Chair. Historically, those roles have included those listed below. 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.

### **OPD of Music Industry Studies**

- Plan, manage and oversee the MIS class schedules
- Provide recommendations for the selection of adjunct MIS faculty
- Supervise, evaluate and support all adjunct MIS faculty

- Manage all budgets related to MIS
- Organize Advisory Board meetings and reports
- Conduct a program review report every three years
- Participate in Music Instructional Council activities and curriculum decisions, as needed

### **Dance APD**

- Plan, manage and oversee the dance class schedules
- Provide recommendations for the selection of adjunct dance faculty
- Supervise, evaluate and support all adjunct dance faculty
- Manage all budgets related to dance
- Choose Directors for all Dance Concerts. (Directors choose all other roles of the production, including choreographers, designers, etc...)
- Participate in Dance Instructional Council activities and curriculum decisions

### **Theatre APD**

- Plan, manage and oversee the theatre class schedules
- Provide recommendations for the selection of adjunct theatre faculty
- Supervise, evaluate and support all adjunct theatre faculty
- Manage all budgets related to theatre
- Choose Directors and Producers for all Theatre Productions. (Directors choose all other roles of the production, including music directors, choreographers, designers, etc...)
- Participate in Theatre Instructional Council activities and curriculum decisions

### **Music APD**

- Plan, manage and oversee the music class schedule
- Provide recommendations for the selection of adjunct music faculty
- Supervise, evaluate and support all adjunct music faculty
- Manage all budgets related to music
- Organize music recitals and music performance calendar
- Participate in Music Instructional Council activities and curriculum decisions
- Plan, manage and oversee the music performance jury exams

### **Additional Roles and Responsibilities**

#### **Ottawa Liaison and Academic Advisor**

- Maintain relationship with Ottawa University administration
- Advise Students in the Ottawa/GCC program

- Coordinate Student Teacher Placement
- Coordinate Ottawa/GCC Auditions

### **Department Assessment Coordinator**

The Department Assessment Coordinator (DAC) is chosen by the Department Chair to act as the liaison between CART and the Department

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

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: (RFA 6.4)**

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, 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. 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.

### **5. Department/Division Meeting Schedule: (RFA 6.4)**

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. 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 Faculty (RFA 6.4)**

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:**

*Required (RFA 5.5, 6.4)*

#### **HOW WILL THE DEPARTMENT/DIVISION APPOINT AND REAPPOINT ITS ADJUNCT FACULTY?**

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.

### **Adjunct Support: *Required (RFA 6.4)***

#### **HOW WILL THE DEPARTMENT/DIVISION SUPPORT ITS ADJUNCT FACULTY?**

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.

## **Staff Rights and Support**

The Department is committed to adhering to the [Staff Policy Manual](#). The Department recognizes that Staff members are an integral part of the Department whose voice is important in the determination of Department goals, and the success of the Department. The Department is committed to providing tools and resources to support Staff retention and professional development.

## **Special Considerations of the Performing Arts Department**

## Book Selection

Book selection is the responsibility of the individual instructors. If a course has multiple sections then faculty can agree on a single text as a cohort or a single faculty member assigned by the chair, OPD or APD.

## Department/Division Committees:

**Ad Hoc Committees:** It will be necessary at times to develop ad hoc committees to perform relatively short-term tasks. Ad hoc committees normally should not be in existence for 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, who may or may not be a voting member of the committee. The Chair or his/her representative may convene the first meeting of the committee and present the committee with its charge.

**Adjunct Faculty Committee Participation:** Adjunct Faculty shall be invited to participate in Department committees with appropriate compensation in accordance with *The Guidelines For Temporary Jobs and Additional Earnings* and with budgetary consideration.

## Performance Calendar/PAC Use

The Performance Calendar will be determined by tradition and practicality. Major performing productions will be determined by working back from the last week of classes in a semester.

Week 15 (one week before final exam week)	Music (according to traditional dates)
Weeks 13-14	Dance
Weeks 9-12	Theatre - Main Stage
Week 8	Music
Weeks 4-7	Theatre - Black Box Theatre

Upon mutual consent, performance dates can be swapped.

Music Recitals (Chamber, Studio, Solo) are scheduled in the Recital Hall (MU2-151) on a first-come, first-served basis. Additional music recitals, theatre productions, and dance concerts can also use the open dates in the PAC with approval of the PAD Administration and Event Coordinator and staffing considerations.

Faculty members are responsible for all aspects of their concert/production, including, but not limited to, scheduling, arranging for all recording/filming, programs, advertisement, stage directors, set designers, lighting designers, technical directors with the PAD Administration and Event Coordinator.

### **Allocation of the Operating Budget**

The theatre, dance and Performing Arts Center budgets are set by the college and can only be altered by a formal request.

The music program's budget is set by the college and is allocated by the Chair to the various music programs based on size and scope, taking into account the needs of the programs.

### **Allocation of Scholarship Budget**

The scholarship budget will be allocated by the Chair to the various programs based on student enrollment. Scholarships will be allocated to the students by ad hoc committee.

### **Allocation of the Foundation Accounts**

The Foundation accounts will be allocated by the Chair, upon recommendation of the faculty.

### **Alignment with the College Plan and Faculty Agreement**

If this Department Charter does not align with the College Plan and/or the Faculty Agreement, those documents will prevail.