

Charter (Residential Faculty Agreement (RFA) Article 1)

The 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 Charter is to allow Departments and Divisions flexibility in their self-governance while ensuring transparency and participation as appropriate by all Full-Time and Adjunct Faculty within the unit. A Charter template outlines the required and recommended components of the Charter and is reviewed by the college's Faculty Senate.

Charter for the Physical Science Department

Department Philosophy:

As the faculty of the Physical Sciences Department, we are committed to thinking innovatively to accomplish our goals as individuals and as the Physical Sciences Department, understanding that optimal results occur when both individual and group goals are attained. We seek to establish and maintain a positive working environment of mutual respect. 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 developing policies and procedures to govern the operation of the Physical Sciences Department.

Our Mission:

As a department within Glendale Community College, the Department of Physical Sciences is committed to educating the College's students to meet the demands of a changing world. The Department seeks to support the mission of the College with courses and activities that enrich and benefit society. This Charter contains those precepts which its faculty has determined will best allow it to support the mission of GCC. If any of these precepts conflict with Maricopa County Community College District policy and procedures, the MCCCCD policy and procedures will take precedence.

Our objectives are:

- *To create an academic environment that promotes students' and faculty's intellectual and professional development.*
- *To deliver courses for all students that meet the educational and technical demands of the Astronomy, Geology, and Physics disciplines.*
- *To deliver courses in Astronomy, Geology, and Physics that provide the necessary base for students' career goals.*
- *To prepare students for lifelong learning.*

- *To maintain a faculty that is actively involved in their respective professions.*
- *To model effective organizational performance based on commitment, individual competence, integrity, self-management, and pride.*

1. Guidelines for Approving and Amending the Charter:

Department Charters will be reviewed each spring semester, with revisions approved by September 15th 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. However, a Faculty Chair may, with faculty input, revise a specific section of the document to comply with District and College policies at any time. If a Charter conflicts 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 at least two weeks for all Residential, Probationary, and Adjunct faculty who teach within the department to suggest Charter revisions and no less than one week to provide feedback on proposed revisions. The Faculty Chair may designate one or more Residential faculty to manage the revision process. Following the open comment period, the Faculty 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 and Probationary faculty members who hold 51% or more of their faculty load assignments within the department. The Faculty Chair votes as a regular voting member of the department. At the request of any voting member, the vote shall be held by secret ballot, ensuring anonymity. Voting members who cannot attend in person due to travel, sickness, etc., will have the opportunity to vote remotely.

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

Every academic year, the Faculty Chair may delegate responsibilities and leadership roles consistent with the Faculty Agreement and the College Plan based on individual faculty members' expertise, current needs, and faculty interests. The Faculty Chair assigns workload, including, but not limited to, the assignment of teaching responsibilities, supervisory duties, and summer supervision. The Faculty Chair distributes responsibilities in consultation with individual Residential, Probationary, and Adjunct faculty members each semester in accordance with the College's mission and priorities, the Department's goals, and the Department's supervisory budget. Department roles may be reassigned by the Faculty Chair every academic year or as necessary to support the department's needs. Individuals serving in a compensated role will be offered feedback by the Faculty Chair.

The Faculty Chair will decide on the dispensation of supervisory compensation in conversation with faculty receiving supervisory pay after the annual supervisory budget is received and College policy decisions regarding supervisory roles and compensation have been finalized.

Every academic year, the Faculty Chair will solicit feedback from faculty in their department regarding their interest in assuming departmental roles as designated from the above duties and assignments. The Faculty Chair may revoke delegated duties each semester. In consultation with the department's dean of instruction and/or human resources, the Faculty Chair will decide the timeline for the revocation.

<p><i>RFA 7.2.4: The Department/Division Charter shall specify which of the duties listed in Article 7.2.4.1 shall be performed by the Faculty Chair in exchange for their Chair stipend and required Chair reassigned time. The Department/Division Charter shall also specify how the Faculty Chair and/or Assistant Faculty Chair(s) shall perform any remaining duties in Article 7.2.4.1, as well as the dispensation of the remaining reassigned time. Additionally, the duties listed in Article 7.2.4.2 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.</i></p>	
<p>Supervisory Duties Performed by the Faculty Chair</p>	<p>Other Department Supervisory Duties assigned to Assistant Program Directors (APDs)</p>
<p>The Faculty Chair will perform the following duties:</p> <ul style="list-style-type: none"> ● Plan, manage, and oversee the Department budget ● Facilitate Department meetings ● Represent the Department on college leadership councils ● Ensure all other Department 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 level approval for Department reports (e.g., annual reports, staffing requests, program reviews) ● Submit the final schedule from Academic Program Directors to the VPAA or Designee for approval. ● Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures outlined in the College Plan. 	<p>All Faculty within the Department may perform the following duties in exchange for remuneration as designated within the Department Charter:</p> <ul style="list-style-type: none"> ● <i>Identify program-specific needs and budgetary requirements</i> ● Plan, manage, and oversee the discipline's class schedule ● Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures. ● Supervise and support Adjunct Faculty ● Evaluate Adjunct Faculty ● Perform supervisory duties <i>for adjunct faculty</i>, including evening classes ● <i>Oversee and guide program- or common-course assessment in cooperation with the Physical Science DAC (Department Assessment Coordinator)</i> ● <i>Evaluate syllabi of program faculty (both residential & adjunct) to ensure they contain required components (see <u>MCCCD Admin. Regulations 3.6</u>)</i>

<ul style="list-style-type: none"> • 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. • Manage and work to resolve formally registered student concerns <i>[in cooperation with faculty members and with the support of the appropriate Academic Program Director]</i> • Manage Physical Science department and program-specific budgets • Chair Residential Faculty position search committees • Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement • Supervise and support <i>Residential</i> and Probationary faculty • Supervise, support, and evaluate staff and temporary employees according to the Staff Policy Manual. • Perform supervisory duties <i>for adjunct faculty</i> and summer supervision. 	<ul style="list-style-type: none"> • <i>Work with department lab technicians and appropriate faculty members to ensure complete construction and maintenance of lab set-up sheets for the program.</i> • <i>Assist in developing an inventory of program-specific lab materials and annotating which courses/instructors utilize the materials. Work with lab technicians to determine the best storage utilization and organization for program-specific materials, including annotation of use on lab setup sheets (see above).</i> • <i>Obtain information from ICs (Instructional Councils) regarding program-specific changes and seek input from appropriate faculty on any change.</i> <p>As of AY 2024-25, other supervisory positions include the eCourses Coordinator & Department Assessment Coordinator (see below).</p>
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Additional Supervisory Duties:

eCourses Coordinator

College [eCourses Coordinator Position Description](#)

Note that our department does not require the eCourses coordinator to assist in hiring or administering student evaluations of faculty. Significant student and faculty technology issues are referred to the Help Desk and are beyond the scope of a faculty member’s duties.

Department Assessment Coordinator (DAC)

College [Department Assessment Coordinator Position Description](#)

The DAC position is paid and supervised by the college's assessment leadership. As a Department, we acknowledge and support the role of assessment in providing quality instruction.

3. Process for Shared Academic Freedom Decision-Making: *Required (RFA 6.3)*

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.

RFA 3.1: “All Faculty are entitled to instructional freedom in discussing their subject with students, and they should exercise their best effort to ensure topics are relevant to their subject. In consultation with OYO, OSO, and Adjunct Faculty, Residential, and Probationary Faculty will determine the curriculum and relevant subject matter for courses and recommend the appropriate pedagogy, textbooks, and other materials relevant to teaching their subject. All Faculty shall maintain the right and responsibility to determine grades and other evaluations of student performance. In a multisection course taught by several faculty members, the instructors often share responsibility for identifying common course elements. Such elements may include (but are not limited to) textbooks, syllabus statements, assessments, 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 involvement from all interested faculty members (full-time and adjunct) teaching the course at the time the decision is made.”

In the Physical Science department, faculty who teach the course under consideration will reevaluate common instructional elements annually or as new products or versions become available.

Outside of class, when Full-Time and Adjunct Faculty express themselves as citizens or as public employees, they shall be free from institutional censorship or discipline. When acting as citizens, Full-Time and Adjunct Faculty will exercise their best efforts to indicate that they are not speaking for the institution and to conduct themselves as scholars and representatives of higher education. When acting as public employees, Residential, Probationary, and Adjunct Faculty will be allowed to speak freely on all matters of institutional governance, as is necessary to support a robust system of shared governance. All Faculty are entitled to freedom in research and the publication of the results consistent with the provisions of Article 4 Intellectual Property Rights.”

4. Teaching and Non-Teaching Assignments: *Required (RFA 6.3)*

Course assignments are made by the Faculty Chair, Academic Program Director, or Designee consistent with the Department and the College's mission, priorities, and instructional needs efficiently and fairly. In consultation with each faculty member, the Faculty Chair/Academic Program Director/Designee determines the course load distribution for each faculty member. If course assignments and load distributions are designed by an Academic Program Director or Designee, the Faculty Chair retains the authority to make changes to address departmental needs in consultation with the appropriate Academic Program Director. Courses are assigned to faculty based on faculty expertise and student needs while assuring the base 15-credit faculty

load. The scheduled start and end time and the modality of each course shall be set appropriately to meet student needs and college policies and maintain quality instruction.

The Department recognizes the need to provide students with faculty and courses in a manner that best serves students. The Faculty Chair, Academic Program Director, or Designee will work with the Administration and other parties to determine those needs as they change over time. The Faculty Chair, Academic Program Director, or Designee will work to match faculty schedule requests with schedule needs. In cases where requests and needs do not align, the Faculty Chair, Academic Program Director, or Designee will work with the faculty member to identify alternative options that satisfy all parties, if possible, while acknowledging the needs of students come first.

During the academic year, Residential and Probationary faculty members may replace Adjunct faculty in courses if one or more courses are not filled, causing the residential or probationary faculty member to fall below the 15-load minimum. Reassignment of Adjunct courses to Residential or Probationary faculty wishing to maintain an overload (>15 load hours) will occur only under extenuating circumstances or in close consultation with the Residential and Adjunct faculty member. During the summer, Residential faculty may not replace Adjunct faculty after classes have been assigned. The Department commits to honoring Adjunct faculty schedules and limiting last-minute changes to the greatest degree possible.

5. Department/Division Meeting Schedule

The Faculty Chair will schedule monthly Department meetings to include Residential Faculty, Probationary Faculty, Adjunct Faculty, and staff. The schedule for regular meetings will be announced at the beginning of each fall and spring semester. The Faculty Chair shall prepare and distribute a tentative agenda prior to the meeting with sufficient time for Department Residential, Probationary, and Adjunct faculty and staff members to request that items be included on the meeting agenda. Residential and Probationary faculty are expected to make every effort to attend department meetings. Although Adjunct attendance is suggested, it is not required. Minutes will be taken at these meetings to archive discussion points and decisions.

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 Residential 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 capacity they can render the best service in the affairs of the Department, the College, and the District. Faculty are expected to support the college's educational mission by engaging in the student learning assessment process for continuous improvement.

6.1 Absences

Department faculty are expected to notify the Faculty Chair of any absences as soon as possible and work with the Faculty Chair & administrative assistant to properly document the absence. Department faculty are expected to notify students of any absences from a class quickly and to make their best effort to obtain a substitute instructor for the time(s) of their absence(s) from the course. If a substitute is not available or realistic, the faculty member is expected to provide detailed information to the students about how the absence will affect the course and/or to provide appropriate learning materials to the students to ensure instruction is still occurring.

6.2 Communication Expectations

The Department commits to regular communication between all faculty and staff, both in written form and through formal and informal meetings. Faculty and staff are expected to participate in faculty meetings (as appropriate), and if attendance is not possible, they are expected to review the meeting minutes. Faculty and staff are expected to regularly review and respond as needed to all Department, College, and District communications sent to their Maricopa email address. Faculty and staff are expected to complete all required MCCCDC training and acknowledgments promptly.

6.3 Professional Development

All faculty and staff are encouraged to participate in professional development opportunities. These opportunities include, but are not limited to, events sponsored by the Center for Teaching, Learning, and Engagement (CTLE), the Maricopa Center for Learning and Innovation (MCLI), the Employee Learn Center (ELC), and professional organizations. Faculty and staff are encouraged to take advantage of the professional growth funds provided by MCCCDC to support their development.

6.4 Assessment for Student Learning

Faculty are expected to support the college's educational mission by engaging in the student learning assessment process for continuous improvement. Guided by the Department Assessment Coordinator (DAC), all faculty are expected to participate in assessment activities. These activities include but are not limited to, data collection for course assessment and implementation of identified interventions to improve student outcomes. Residential, Probationary, and Adjunct faculty who are sole instructors for a specific course will be expected to serve as Course Leads. One faculty member will serve as the Course Lead for courses with multiple faculty. Course Leads are responsible for developing (or selecting) assessments in collaboration with course faculty (including dual enrollment faculty), submitting course assessment reports, and guiding faculty through identified interventions before reassessment.

6.5 Student Evaluations

Faculty are expected to initiate student evaluations in each course taught at least once yearly, preferably each semester. Probationary faculty must evaluate all courses as directed by the PAR Process. Faculty are also expected to review the results of student evaluations and make changes as necessary based on student feedback.

7. Adjunct Rights and Support

7.1 Process for Assignment of Department Adjunct Faculty Members

Fluctuations in enrollment can create unanticipated staffing needs. To the extent possible, the Faculty Chair will notify Adjunct faculty of reappointment or non-reappointment, with as much advance notice as possible, so that Adjunct faculty can anticipate how many sections of a given course will need to be staffed. All Residential, Probationary, and Adjunct faculty understand 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 [Residential Faculty Agreement](#) and the [Adjunct Faculty Handbook](#). The Department recognizes that Adjunct faculty are an integral part of the Department. Adjunct faculty voices are essential in considering Department goals, textbook selection, and course scheduling for those courses that Adjunct faculty teach. The Department is also committed to providing tools and resources, including student support, office space, instructional tools, and notice of professional development opportunities to support Adjunct faculty retention and success in the classroom.

8. College-Specific Requirements from the College Plan

If a Charter conflicts with the Residential Faculty Agreement, Adjunct Faculty Handbook, and/or College Plan, the [Residential Faculty Agreement](#), [Adjunct Faculty Handbook](#), and [College Plan](#) shall take precedence. Identified Charter conflicts with such policy documents should be remedied by edits to the Charter in a timely manner, in no case later than the next annual Charter amendment cycle.