

Counseling Department Charter

Glendale Community College, Glendale, AZ

Approved: January 9, 2025

Department Philosophy and Mission:

The GCC Counseling Department is committed to providing student-centered support that empowers students to achieve their academic, career, and personal goals. We strive to create a welcoming and inclusive environment where students feel safe to explore their potential and develop the skills necessary for success in college and beyond. Our dedicated faculty are committed to:

- **Holistic Student Development:** We believe in supporting the whole student, addressing their academic, career, personal, and social-emotional needs.
- **Accessibility and Equity:** We are dedicated to providing equitable access to counseling services and resources for all students.
- **Collaboration and Advocacy:** We actively collaborate with students, faculty, staff, and community partners to advocate for student success.
- **Professional Growth and Development:** We are committed to ongoing professional development to maintain the highest standards of non-clinical counseling practices and teaching excellence.

1. Guidelines for Approving and Amending the Charter:

Department Charters will be reviewed annually, with revisions approved by September 30th. Once approved, the Charter will be submitted to the Faculty Senate President by the deadline outlined in the College Plan. The Faculty Senate will then post the Charter publicly and include it as an Appendix to 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 in September of no less than two weeks and will allow 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 (i.e. residential faculty), followed by a vote on the revisions with a $\frac{2}{3}$ majority required for approval. At the request of any voting member, the vote will be held by secret ballot, ensuring anonymity.

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

Chair Duties: The Counseling 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, GCC 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.

This is a list of the common Chair duties with suggestions on the duties that should be kept by the Chair and the duties that can be delegated. The Chair may keep all of the duties and corresponding compensation or she/he may delegate the delegable duties along with the compensation. Duties that can be delegated may not exceed 40%.

<p><i>This is a list of the common Chair duties with suggestions on the duties that should be kept by the Chair and the duties that can be delegated. The Chair may keep all of the duties and corresponding compensation or she/he may delegate the delegable duties along with the compensation. The Charter should identify how the delegable duties will be assigned and the percentage of compensation that goes with the duties.</i></p>	
Duties That Cannot Be Delegated	Duties That Can Be Delegated
<ol style="list-style-type: none"> 1. Plan, manage, and oversee the Department budget 2. Review and provide final approval for the evaluation of Adjunct Faculty 3. Review and provide final approval for Department reports (e.g., annual reports, staffing requests, program reviews) 4. Facilitate Department meetings 5. Address, manage and work to resolve conflicts 6. Manage and work to resolve formally registered student concerns 7. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan 8. Communicate College and District objectives, policies, and procedures to Department faculty and staff and ensure adherence 	<ol style="list-style-type: none"> 1. Plan, manage, and oversee the Department class schedule 2. Review and provide final approval for the selection of Adjunct Faculty 3. Participate as a representative for the Department 4. Supervise and support Residential and Adjunct Faculty 5. Chair Residential Faculty position search committees 6. Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement 7. Evaluate Adjunct Faculty 8. Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual 9. Perform supervisory duties including evening and summer supervision 10. Evaluate dual enrollment faculty

Process of Identifying and Delegating Department Leadership Roles:

The Chair may delegate responsibilities and leadership roles in a manner consistent with the Faculty Agreement and the College Plan. The Chair assigns workload, including the assignment of teaching and service responsibilities. 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 and the goals of the Department. Individuals serving in a delegable role will be offered regular feedback as needed and/or requested. Every academic year the Chair will solicit feedback from faculty regarding their interest in assuming departmental roles as designated from the above duties and assignments. Department roles may be reassigned by the Department Chair every academic year as necessary to support the department's needs. In addition to informing relevant stakeholders when positions related to delegable responsibilities need to be filled, the Chair will also communicate with relevant stakeholders when said positions have been filled. Dispensation of supervisory compensation among the supervisory duties will be guided by the available supervisory budget and determined and allocated in consultation with the Department Chair and the relevant academic dean prior to the beginning of the academic year.

Just as it is the Chair's responsibility to assign, in accordance with the RFA and College Plan, department faculty to serve in supervisory capacities such as APD, OPD, Course leads etc., the Chair will also identify and approve the delegated supervisory roles, consistent with guidelines in the RFA and College Plan, and in consultation with the prospective APD/OPD/Course leads. It is in the best interest of the chair, APD/OPD/Lead, and the department to identify terms that are mutually amenable to an APD/OPD/Lead and Chair. If terms that are mutually acceptable, sufficiently collaborative, and which complement the respective roles of the chair and the APD/OPD/Lead cannot be reached, other APD/OPD/Lead candidates should be considered. These terms can be examined and changed as needed each year when the APD/OPD/Lead is chosen or renewed. The approved dispensation for APD/OPD/Leads shall be documented. The APD/OPD/Lead roles do not supersede the fundamental roles and accountability of a Faculty Counselor, supervisory roles are in addition to the core responsibilities.

3. Process for Shared Academic Freedom Decision-Making:

The Counseling Department values academic freedom and recognizes its importance in fostering a dynamic learning environment. Shared academic freedom will be considered for courses where consistency and collaboration are essential to maintain program integrity and student learning outcomes. This typically includes courses that are:

- Required for a degree or certificate
- Part of a sequence of courses
- Have multiple sections taught by different instructors

Decisions regarding shared academic freedom will be made collaboratively by all faculty teaching the course. This will involve:

- Regular meetings to discuss and reach consensus on course content, materials, and assessments.
- A transparent process for proposing and reviewing changes to shared elements.
- Opportunities for all faculty (full-time and adjunct) to provide input and feedback.

Shared academic freedom decisions will be revisited at least once a year, preferably at the beginning of each academic year. This allows for adjustments based on new research, student feedback, or changes in program requirements.

Exceptions to shared academic freedom may be granted in special circumstances, such as when an instructor wishes to pilot a new teaching method or incorporate innovative materials. Faculty members requesting an exception must submit a proposal to the department outlining the rationale for the exception and how it will benefit student learning. The department will review the proposal and make a decision based on its merits.

4. Teaching and Non-Teaching Assignments:

Counseling is unique because it provides both service and instruction and finding the balance to meet both needs for our students is a key objective. Guiding policies from the RFA include:

- RFA 5.4 " Full-Time Service Faculty fulfill thirty (30) hours of professional responsibilities per week."
- RFA 5.5 " Within accountability/professional responsibilities, all Full-Time Faculty members are required to share equitably the responsibilities of teaching/service and non-teaching/non-service assignments."
- RFA 7.2.4 The Supervisory duties of a Chair include " Plan, manage, and oversee the Department/Division class schedule
- RFA 7.2 " The position of Faculty Chair is the primary supervisory position within the Department/Division held by a Residential Faculty member"
- Course assignments are made by the Chair or Program Director, when they are delegated such duties, in consultation with each individual faculty member, consistent with the mission, priorities, and instructional needs of the Department and the College. Residential counseling faculty teaching and service accountability will be assigned and approved by the chair with Counselor and VPAA (or designee) final approval. The course load distribution for each faculty member will be determined based on faculty teaching loads, expertise, and current needs. Furthermore, the chair will make service and instructional assignments/accountability decisions based on equitable practices and guidelines approved by the chair in collaboration with the Residential Counseling Faculty and that align with service and instructional staffing guidelines per the RFA.
- Course and service staffing decisions will be made on a semester-by-semester basis.
- Residential Counseling Faculty core responsibilities include both teaching and providing services.

- Residential Counseling Faculty will teach at least one course section per semester unless there are departmental needs to teach more or less.
- When all scheduling needs can be adequately met, and to assume a special Department project, Residential Counseling Faculty may be reassigned from their teaching duty on a semester by semester basis with chair approval.
- When teaching needs exceed the capacity that can be met by adjuncts, or when other needs approved by the Chair are determined, a Residential Counseling Faculty Member may choose or be required to teach additional sections. In the event that this occurs, the Chair/Program Director will first seek volunteers and then, it will be decided based on scheduling needs. If no volunteers are identified, the Chair will decide.
- Overload courses may be available.
- Residential Counseling faculty will submit for Chair approval, their semester calendars reflecting 30 hours per week accountability M-F between the hours of 8:00 a.m. – 4:00 p.m., that include teaching, professional responsibilities, counseling services, committees, and other related responsibilities. The Chair will attempt to accommodate everyone's requests but may change aspects of the schedule while retaining the M-F 8:00 a.m. – 4:00 p.m. window, to ensure adequate Department coverage for counseling services.
- Adjunct faculty teaching and service assignments will be made by the Chair, considering their qualifications, availability, interests, and student needs. Adjunct faculty will be given the opportunity to express their preferences for courses and teaching times.

5. Department/Division Meeting Schedule:

Department meetings will be held monthly or otherwise as needed. Counseling Faculty may submit agenda items by the deadline requested. Agenda items will be added and addressed in meetings as time permits.

6. Expectations of Department/Division Faculty:

The Counseling Department expects faculty to:

- Maintain high standards of professionalism and ethical conduct.
- Be committed to student success and provide effective instruction and counseling services.
- Actively participate in department meetings and contribute to departmental decision-making.
- Engage in ongoing professional development to stay current in their field.
- Collaborate effectively with colleagues and contribute to a positive and supportive work environment.
- Maintain an accessible (i.e. shared with the front desk and the chair) and transparent google calendar (i.e. indicating specific duties that are scheduled versus a generic “block” except when extenuating circumstances, as discussed and approved by the chair, require

such a block). An accessible and transparent calendar does not reflect distrust or the need to provide undue oversight to a professional team such as the Counseling Department. Accessible and transparent calendars are commonly employed in professional environments and communicate to the team “I am here if you need me”. Transparency is in fact one way of demonstrating professionalism. These calendar practices promote teamwork. No other faculty department has such a primary role of addressing critical student needs as our department. If there is a crisis, the chair and/or other counselors, and/or the front desk need to know which team member can be accessed for assistance. Sometimes a non critical role/activity in the calendar may need to be shifted to accommodate a crisis. Additionally, the calendar is a transparent record of the multiple staffing roles and needs of a multifaceted department.

Department Staff Support:

- Department Staff will be fully supported by the Chair and will have the right to participate in departmental decision-making processes based on their roles and areas of expertise. They will be governed by the policies and guidelines outlined in the Staff Policy Manual. The Chair will ensure that Staff are provided with the tools, resources, and professional development opportunities needed to perform their duties effectively and grow in their roles. Staff are integral to the success of the department and will work collaboratively with faculty to support the department’s mission. Regular feedback and evaluation will be provided to promote continuous improvement and recognize Staff contributions.

7. Adjunct Rights and Support

The Counseling Department recognizes the valuable contributions of adjunct faculty and adheres to the Adjunct Faculty rights outlined in the Faculty Agreement. The Department is committed to providing tools and resources to support Adjunct Faculty retention and success. This includes:

- Orientation and mentoring for new adjunct faculty.
- Opportunities for professional development and participation in department meetings.
- Access to departmental resources and support from full-time faculty.
- Clear communication regarding department policies, procedures, and expectations.
- Fair and equitable treatment in teaching assignments and workload.

8. College-Specific Requirements from the College Plan

The Counseling Department will satisfy any inclusions that are required by the college plan.