

Counseling Dept Charter AY 2026-2026

Glendale Community College, Glendale, AZ

Approved by majority vote on October 7, 2025

With revision to section 3 approved unanimously on December 3, 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.

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 (see designation below). 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.

- 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 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 requests, program reviews, assessment reports)
- Determine Department/Division class schedules subject to final approval by the VPAA or designee (*in collaboration with OPD/APD*)
- 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
- Engage in progressive interventions for faculty and progressive discipline 2025–2026 Residential Faculty Agreement 43 for staff, as appropriate
- 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 (*OPD/APD*)
- Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures (*OPD/APD*)
- Supervise and support All Faculty (*along with OPD/APD*)
- Chair Residential Faculty position search committees
- Evaluate Probationary Faculty in accordance with the Residential Faculty Agreement
- Evaluate Adjunct, OYO, and OSO Faculty (*OPD/APD evaluate their adjuncts*)
- Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual
- Perform supervisory duties including evening and summer supervision (*or designee*)
- Oversee occupational programs (e.g. supervise faculty and staff, administer Advisory Council meetings) (*OPD*)
- Coordinate completion of required program reports (e.g. program reviews)

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 residential faculty when positions related to delegable responsibility are available, the Chair will also communicate with faculty when and by whom the 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 Assistant Chair, APD, OPD, Course leads, summer supervisory duties, 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 supervisors. It is in the best interest of the chair, supervisors, and the department to identify terms that are mutually acceptable, sufficiently collaborative, and which complement the respective roles of all involved. These terms can be examined and changed as needed each year when the APD/OPD/Lead is chosen or renewed. The approved dispensation for faculty supervisors shall be documented. The supervisory 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 employed 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

Each fall, the Course Lead will review and discuss possible changes with all Faculty teaching multi-section courses to determine whether the course content, materials, and assessments should be updated or changed in line with shared academic freedom. Any changes to course materials will be implemented by course leads on a semesterly basis.

Shared academic freedom 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 explaining 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. 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"
- Teaching and service responsibilities for residential counseling faculty are assigned by the Chair in consultation with the faculty, aligned with the mission, priorities, and instructional needs of the Department and College, and given final approval by the VPAA (or designee). Course loads are based on faculty expertise, teaching responsibilities, and departmental needs. All service and instructional assignments are made collaboratively and equitably, following RFA-approved guidelines and staffing standards.
- 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 have been adequately met, Residential Counseling Faculty may be reassigned from their teaching duty to administer a Special Department Project. This will be done 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 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 or designee, 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 and transparent calendar shared with the department chair and the front desk staff. This transparency allows the front desk staff, chair and other counselors to identify which team member can be accessed for assistance for a crisis or a walk-in appointment. Sometimes a non-critical role/activity on the calendar may need to be shifted to accommodate a crisis.

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.