

## **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.

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## **Charter for the Technology Consumer Science**

**Department/Division Philosophy and Mission:** *Recommended*

**Our Mission is to:**

*Offer learning opportunities designed to help our students successfully achieve career goals and make positive contributions to their academic goals or workforce development. Our students are provided quality educational experiences in business and technology, enabling them to meet the challenges of today's ongoing learning and complex business environment to compete effectively in the global marketplace.*

**Department Philosophy:**

*As the faculty of the TCS Department, 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 attained. We seek to establish and maintain a positive working environment of mutual respect for one another in our individual roles. 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.*

**Our objectives are:**

- *To provide an educational environment where teaching and learning are top priorities;*
- *To prepare students for lifelong learning;*
- *To serve as a useful training resource for the business community;*
- *To maintain professional development to ensure expertise content pedagogy*
- *To maintain a faculty 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: Recommended**

### ***HOW WILL THE DEPARTMENT/DIVISION APPROVE AND UPDATE THE CHARTER? HOW OFTEN WILL THE CHARTER BE UPDATED?***

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  $\frac{2}{3}$  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 through email within five business days of the proposed revisions.

## **2. Process of Identifying, Selecting, and Delegating Department/Division Leadership**

**Roles: Required (RFA 6.3, 7.2.4, 7.4.4)**

### ***HOW WILL DEPARTMENTAL/DIVISIONAL LEADERSHIP ROLES BE IDENTIFIED AND SELECTED?***

The Technology Consumer & Science (TCS) 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. 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: 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.*

7.2.4.1 Supervisory Duties Performed by the Faculty Chair or Assistant Chair	7.2.4.2 Other Department/Division Supervisory Duties
<p>The Faculty Chair and/or Assistant Faculty Chairs will perform the following duties:</p> <ul style="list-style-type: none"> <li>● Plan, manage, and oversee the Department/Division budget</li> <li>● Facilitate Department/Division meetings</li> <li>● Represent the Department/Division on college leadership councils</li> <li>● Ensure all other Department/Division Supervisory Duties are performed</li> <li>● Review and provide final approval for the selection and evaluation of Adjunct Faculty in accordance with current Human Resources procedures</li> <li>● Review and provide Department/Division level approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)</li> <li>● 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</li> <li>● Communicate and ensure adherence to College and District objectives, policies, and procedures applicable to Department/Division faculty and staff</li> </ul>	<p>All Faculty within the Department/Division may perform the following duties in exchange for remuneration as designated within the Department/Division Charter:</p> <ul style="list-style-type: none"> <li>● Address, manage, and work to resolve conflicts</li> <li>● Manage and work to resolve formally registered student concerns</li> <li>● Manage program-specific budgets</li> <li>● Plan, manage, and oversee the Department/Division class schedule</li> <li>● Recruit, review, and recommend approval for the selection of Adjunct Faculty in accordance with current Human Resources procedures</li> <li>● Supervise and support Full-Time and Adjunct Faculty</li> <li>● Chair Residential Faculty position search committees</li> <li>● Evaluate Probationary Residential Faculty in accordance with the Residential Faculty Agreement</li> <li>● Evaluate Adjunct Faculty</li> <li>● Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual</li> <li>● Perform supervisory duties including evening and summer supervision</li> <li>● Oversee occupation program (e.g., supervise faculty and staff, administer Advisory Council meetings)</li> <li>● Coordinate completion of required program reports (e.g., program reviews)</li> </ul>

### **3. Process for Elements of Shared Academic Freedom: Required (RFA 6.3)**

- *WHAT IS THE PROCESS FOR SHARED ACADEMIC FREEDOM WITHIN THE DEPARTMENT/DIVISION (textbooks, common assignments, common assessments, required Canvas elements, etc.)?*

*The process for shared academic freedom within the Department/Division regarding textbooks, common assignments, common assessments, and required Canvas elements is established to ensure equitable participation and decision-making among all faculty members. Residential Faculty, in collaboration with OYO, OSO, and Adjunct Faculty, hold the responsibility of determining the curriculum, relevant subject matter, and recommending pedagogy, textbooks, and other instructional materials. This collaborative approach acknowledges the expertise and perspectives of all faculty members involved in teaching a particular course. In the context of multisection courses taught by several faculty members, the responsibility for identifying common course elements is shared. These elements may include textbooks, syllabus statements, assessments, and LMS modules. Decisions regarding these elements are made through a meaningful and inclusive process that invites participation from all interested faculty members, both full-time and adjunct, teaching the course at the time of decision-making. This process is documented in the Department/Division Charter and undergoes periodic review to ensure ongoing relevance and inclusivity.*

*Furthermore, outside of class, Full-Time and Adjunct Faculty are entitled to express themselves freely as citizens or public employees without fear of institutional censorship or discipline. When acting in these capacities, faculty members are expected to indicate that they are not speaking on behalf of the institution and to conduct themselves in a manner consistent with the values of scholarship and higher education. Specifically, when acting as public employees, faculty members have the freedom to speak on matters of institutional governance to support a robust system of shared governance. Additionally, all faculty members have the right to freedom in research and in the publication of their results, in accordance with the provisions of Article 4 Intellectual Property Rights.*

*In the selection of course textbooks, quality and cost-effectiveness are prioritized. Lead faculty, in consultation with Residential and Adjunct faculty teaching the courses, select the texts to be used in instruction. Texts undergo evaluation at the end of each spring semester to facilitate any necessary changes for the subsequent fall semester or sooner, depending on the circumstances. This process ensures that the materials used in instruction align with the educational goals of the department/division while also considering the needs and perspectives of all faculty members involved.*

### **4. Course Assignments: Required (RFA 6.3)**

#### **HOW WILL COURSE ASSIGNMENTS BE DETERMINED?**

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.

**5. Department/Division Meeting Schedule: Required (RFA 6.3)**

*WHAT IS THE DEPARTMENT/DIVISION MEETING SCHEDULE?*

The Chair will hold 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, but at minimum at least two times a semester. It is the responsibility of each OPD to disseminate relevant information to adjunct faculty members. 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 three weeks prior to the meeting for Department Residential and Adjunct Faculty and staff members to request that items be included on the meeting agenda.

**6. Expectations of Department/Division Faculty: Required (RFA 6.3) -**

• *WHAT ARE THE DEPARTMENT/DIVISION EXPECTATIONS OF 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 are required to use Canvas to report student grades for all assignments throughout the semester, to perform assessments, and to facilitate communication with students including student course evaluations.

Full-Time Faculty members consistently meet the accountability standard of a minimum of thirty (30) clock hours of professional responsibilities per week in their Core Functional Area, including

but not limited to the following representative ways:

- meeting all classes as scheduled, including comprehensive course preparation and assessment and/or providing academic services and support to students and/or faculty
- holding at least one (1) scheduled student support hour for every three (3) Load hours taught (up to five (5) support hours each week), reflective of the Full-Time Faculty member's teaching schedule and course modalities. The time and location of support hours will be posted so that they are easily accessible;
- Inherent in the role of Full-Time Faculty are the following: engagement with students; service on

RFA 5.2-College and District committees; participation in Shared Governance; support and engagement of faculty colleagues; awareness and understanding of the College culture; and availability to respond to and participate in essential College issues. In order to meet the professional obligations and expectations of Full-Time Faculty, a consistent, equitable, and reasonable availability of time spent at the College each week is necessary. Therefore, Full-Time Faculty must be physically present at their assigned locations, outside of the work and responsibilities in their Core Functional Area, two or more days per week. While all Full-Time Faculty must meet the In-Residence requirement, some faculty may perform duties that require

them to be present more often at specific locations each week to meet student and College needs.

Course modality should be based upon best practices of teaching and learning and the needs of students. The In-Residence requirement applies to all Full-Time Faculty regardless of the modality of the courses that constitute their Load. Full-Time Faculty schedules must reflect their Core Functional Area responsibilities per Articles 5.3 and 5.4.

Exceptions to the In-Residence requirement for Full-Time Faculty are limited and can be addressed locally by the VPAA or designee in consultation with the Faculty Chair and Human Resources.

- participating in Department/Division, College, and/or District activities, including conducting course assessment and/or program development and review and other assignments made pursuant to this section; and
- participating in a combination of the areas that meet the requirements of the Faculty Evaluation Plan (FEP) or the Individual Development Plan (IDP).

- Department/Division Committees: *Recommended - HOW WILL THE DEPARTMENT/DIVISION COORDINATE ITS COMMITTEES AND COMMITTEE SERVICE?*

It will be necessary at times to develop committees to perform relatively short-term tasks. The Department Chair will ask for volunteers who are interested in participating. Committees normally should not be in existence for more than one year. These committees may consist of residential faculty, adjunct faculty and staff members, depending on the purposes of the committee.

## **7. Adjunct Rights and Support**

### **7.1 Process for Assignment of Department/Division Adjunct Faculty Members: *Required (RFA 6.3)***

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

Fluctuations in enrollment can create unanticipated staffing needs. In cases such as this, the Department Chair will work with the Program Director to notify Adjunct Faculty of reappointment or non-reappointment, 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 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. Adjunct Faculty are required to use Canvas to report student grades for all assignments throughout the semester, to perform assessments, and to facilitate communication with students including student course evaluations.

**7.2 Adjunct Support: Required (RFA 6.3)**

***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.