



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Mesa Community College College Plan

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ARTICLE 1 College Plan Definition

The College Plan is a document developed by each college's Residential Faculty, in collaboration with its Adjunct Faculty and Administration, and approved by the College President. The College Plan sets forth processes intended to keep the lines of communication open between Faculty and Administration and safeguard the individual rights of all Faculty. It describes the selection, evaluation, duties, and responsibilities of the Department Chair, Occupational Program Director, and other Faculty assuming delegable duties. The College Plan may also contain other provisions as agreed upon. In no case may the College Plan conflict with the provisions of the Faculty Agreement.

In accordance with the Faculty Agreement, all Department Charters are appended to the College Plan. When in conflict, the Faculty Agreement supersedes the College Plan, including approved variances and MOUs, and the College Plan, including approved variances and MOUs, supersedes Department Charters.

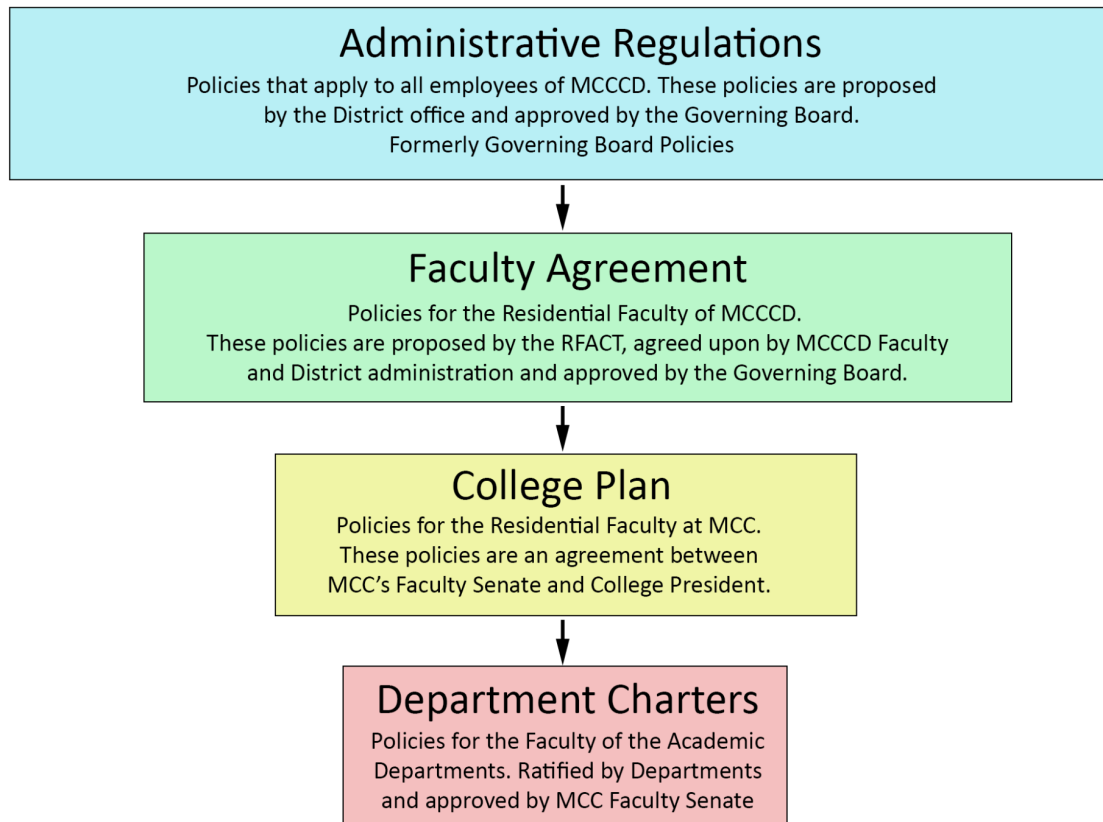


Figure 1. 2023

ARTICLE 2 Shared Governance

Mesa Community College is committed to a practice of Shared Governance that embraces open communication and transparency fostering a culture of confidence and partnership with all groups and individuals at the College. The College Plan is an essential attribute of Shared Governance that demonstrates appreciation and respect as we partner to support the College's primary mission of teaching and learning.

Mesa Community College defines Shared Governance as:

1. Transparent
2. Inclusive
3. Integrated into the College culture
4. Practical
5. Accountable
6. Representative
7. Informed/Participative
8. Humane

(MCC Shared Governance, 2014)

2.1 Faculty Senate Leadership Participation In Shared Governance

2.1.1 Thunderbird Leadership Team

The Faculty Senate President will be a regular participant of the College President's Thunderbird Leadership Team. The Faculty Senate President will participate on the College President's Thunderbird Leadership Team outside of the 185 days of accountability (during the summer).

2.1.2 Regularly Scheduled Meetings with Administration

The Faculty Senate President and President-Elect will have regularly scheduled collaborative meetings with the College President and the Vice President of Academic Affairs/Chief Academic Officer (VPAA/CAO).

The Faculty Senate President will have regularly scheduled interactions with the Vice President of Administrative Services on budgeting initiatives and budget planning including the provision of up-to-date, accurate, and relevant financial reports. The Vice President of Administrative Services or designee will provide Fund 1, 2, 7 and 9 budget snapshots yearly to the Faculty Senate President to aid in collaboration in budget planning. In addition, the Vice President of Administrative Services or designee will generate a report and provide the report yearly to the Faculty Senate President outlining the college budget savings due to unfilled full-time employee positions, including Faculty and Classified Staff positions.

2.1.3 Shared Governance Coordinating Board

The Faculty Senate President and President-Elect are expected to serve as members of the Shared Governance Coordinating Board.

2.1.4 Classified Staff Hiring

For any Request to Hire Full Time Staff positions 118 or above the Faculty Senate President will be informed of the request and be given the opportunity to comment on the position. Once the request is approved for hire, the hiring manager emails the College Faculty Senate President with a request for a recommended list of

Faculty members to serve on screening and interviewing committees. The hiring manager will select one or more of the recommended faculty. If the College Faculty Senate President declines the invitation for Faculty to serve, the hiring manager attaches a copy of invitation decline to the documentation packet. The Adjunct Faculty Association will recommend Adjunct Faculty to serve on screening and interview committees.

2.1.4.1 Administrative Staff Position Searches

For an Instructional Dean position, the Vice President of Academic Affairs/Chief Academic Officer (VPAA/CAO) will consult with the Faculty Senate President and the Faculty Senate President will recommend a Faculty member to serve as co-chair of the search committee.

For a VPAA/CAO or College President search, the Faculty Senate President will serve as a co-chair of the search committee.

For any other Vice President position, the College President will consult with the Faculty Senate President and the Faculty Senate President will recommend a Faculty member to serve as co-chair of the search committee.

2.1.4.2 Administrative Staff Direct Appointment

If the President sees the need to waive competitive recruitment for a permanent hire, the expectations and steps to do so - including seeking the support of the Faculty Senate President - are outlined in the District HR Direct Appointment Standard Operating Procedures (SOP).

2.1.4.3 Administrative Staff Short Term Interim Appointments

If the responsible administrator is proposing a non-competitive, short-term interim appointment to maintain continuity while a normal recruitment is prepared, the President/VP will collaborate with the Faculty Senate President regarding that plan before it is finalized.

2.1.5 Remuneration for Faculty Senate Leadership Participation in Shared Governance

2.1.5.1 Faculty Senate President Remuneration

The Faculty Senate President is remunerated during the 185 days of accountability (Fall and Spring) according to the Faculty Agreement 2.5.1.1.

During the summer, the Faculty Senate President will be remunerated with a stipend equal to 192 hours at the level 1 rate for their participation in all Shared Governance roles outside the days of accountability. These hours will be distributed throughout the summer so that at no time will the Faculty Senate President be compensated for more than 40 hours per week.

2.1.5.2 Faculty Senate President-Elect Remuneration

In the Fall and Spring semesters, the Faculty Senate President-Elect will be remunerated with three (3) hours of reassigned time at the level 1 rate for their participation in Shared Governance activities.

During the summer, the Faculty Senate President-Elect will be remunerated with a stipend equal to 96 hours at the level 1 rate for their participation in all Shared Governance roles outside the days of accountability. These hours will be distributed throughout the summer so that at no time will the Faculty Senate President-Elect be compensated for more than 40 hours per week.

2.2 Department Chair Leadership Participation in Shared Governance

The Department Chair Association (DCA) Chair and Chair-elect will have regularly scheduled collaborative meetings with the Vice President of Academic Affairs/Chief Academic Officer.

The DCA Chair and Chair-elect are expected to serve as members of the Shared Governance-Coordinating Board.

2.3 Changes to the PAR Process at MCC

Any substantive changes to the PAR process at MCC (student survey questions or tool, Dean/chair/mentor evaluation tool, etc.) must be evaluated before implementation by a committee that includes, but is not limited to the:

- Faculty Developer/PAR facilitator
- The Faculty Senate President or designee
- A Department Chair
- The VPAA/CAO or designee
- A Probationary Faculty member
- An Office of Institutional Effectiveness Staff member in an advisory capacity

ARTICLE 3 Data Usage

Data related to instruction and student success, including instructor-level data, should be used to facilitate continuous and informed improvements to teaching and learning. All data tools shall be used for the intended purpose of improving student success and shall not be used for oversight of individual faculty. Intervention and risk index tools, such as Dropout Detective, may be used by faculty and staff who directly support students. Access to data and reports at the individual and course level generated by these intervention and risk index tools shall be limited to Faculty, Department Chairs, Advisors, and Student Services.

ARTICLE 4 Department Faculty Chairs

Department Faculty Chairs and are Residential Faculty, as defined by the FA, who are accountable for the supervision or management of an academic Department within the College, including all duties and responsibilities articulated herein.

4.1 Department Faculty Chair

A Department Faculty Chair is a Residential Faculty leader that establishes academic priorities and manages an academic department with the assistance of other faculty leaders outlined in this College Plan article and Article 5. A Department Faculty Chair advocates for, and represents the Department Faculty, Staff, and Students, promotes on-going improvement; motivates Faculty and encourages professional development and innovation, works collaboratively with the Administration to further the College Mission, Vision, and Values, and promotes student success. The Department Faculty Chair reports to the VPAA/CAO or the designated Instructional Dean.

4.1.1 Eligibility

Eligibility for the position of Department Faculty Chair is outlined in Section 7.2.1 in the Faculty Agreement.

4.1.2 Performance Responsibilities

4.1.2.1 Supervisory Duties Performed by the Faculty Chair or Assistant Faculty Chair

The Faculty Chair and/or Assistant Faculty Chairs will perform the following duties:

4.1.2.1.1 Plan, manage, and oversee the Department/Division budget

- Leads the Department in the development of a strategic plan and Department budget in alignment with the College mission, vision, goals, and strategic initiatives.
- Coordinates the development of the Department budget, grants, and special program budgets, and submits them to the appropriate administrator.
- Develops and coordinates requests for capital and operational items for the Department and submits those requests to the appropriate administrator as required.
- Establishes and maintains a Departmental inventory of fixed and movable equipment.

4.1.2.1.2 Review and provide final approval for the evaluation of Adjunct Faculty

4.1.2.1.3 Review and provide final approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)

- Submits and/or processes reports as required.
- Submits requests for Residential Faculty positions to the College Faculty Staffing Advisory Committee.
- Requests and recommends the hiring of Staff.

4.1.2.1.4 Facilitate Department/Division meetings

- Schedules and conducts Department meetings and maintains and distributes a meeting summary.

4.1.2.1.5 Address, manage, and work to resolve conflicts

- Engages in problem-solving at the Department level.

4.1.2.1.6 Manage and work to resolve formally registered student concerns

- Manage and work to resolve formally registered student concerns

4.1.2.1.7 Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan

- Selects supervisory roles and non-supervisory roles (eg. summer and evening supervisors) as outlined in the Department Charters.
- Supervises any Assistant Chairs, Occupational Program Directors, and individuals in other delegated leadership roles within the Department.

4.1.2.1.8 Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff and to ensure adherence.

- Maintains a file of current syllabi, as described in the Administrative Regulations, for each course currently taught by each Residential and Adjunct Faculty member.

4.1.2.2 Other Department/Division Supervisory Duties

All Faculty within the Department/Division may perform the following duties in exchange for remuneration as designated within the Department/Division Charter:

4.1.2.2.1 Plan, manage, and oversee the Department/Division class schedule

- Prepares class schedules in cooperation with individuals in the appropriate department faculty leadership roles.

4.1.2.2.2 Recruit, review and provide final approval for the selection of Adjunct Faculty

- Informs Adjunct Faculty of teaching qualifications and/or certification requirements and responsibilities.

4.1.2.2.3 Participate as a representative for the Department/Division

- Assists and offers support to advisory committees.
- Prepares and edits Department catalog materials.
- Attends meetings and conferences as deemed appropriate and/or required.
- Serves on College and District committees.
- Serves as a liaison coordinating Department and community activities and projects as related to the teaching disciplines.

4.1.2.2.4 Supervise and support Residential and Adjunct Faculty

- Encourages professional growth.
- Works with Faculty to develop a selection process for textbooks and related materials as outlined in Department Charters.
- Recommends the revision, deletion, and addition of courses for the Department.
- Works with advisory committees in the development of new curricula.
- Fosters a mentoring process for Faculty, as appropriate.

4.1.2.2.5 Chair Residential Faculty position search committees

4.1.2.2.6 Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement

Process for First Year Probationary Faculty

- Confirms that Probationary Faculty are aware of the expectation to select potential mentor(s) and inform Faculty Developer of the names according to the academic year timeline.
- Provides a copy of the Department Chair Classroom Evaluation Tool to probationary Faculty and schedules a classroom visit. A follow up discussion to the classroom visit is recommended as a best practice.

- Conducts the classroom evaluation, any follow up discussion, and provides a signed copy of the evaluation to the probationary Faculty within the timeline established by the Faculty Developer for the academic year.
- In the event a Chair or designee is unable to conduct the classroom visit/evaluation within the academic timeline, the Department Chair Association (DCA) Chair or Chair-elect will be called upon to do so.
- Administers Student Evaluation Forms per FA 17.1.2.1.4. RFP 3.6.2.1.4 for at least one (1) course each semester.
- Ensures the teaching schedule for the 1st year Probationary Faculty allows New Faculty Experience (NFE) meeting attendance and communicates/clarifies the College expectation of making NFE participation a priority.
- Serves as an invited consultant to the PARc team for all PAR Faculty within the Department.

Process for Probationary Faculty Years 2-5

- Conducts Chair Classroom Evaluations according to the established timeline for each academic year.
- Conducts the classroom evaluation, any follow up discussion, and provides a signed copy of the evaluation to the probationary Faculty within the timeline established by the Faculty Developer for the academic year.
- In the event a Chair or designee is unable to conduct the classroom visit/evaluation within the academic timeline, the DCA Chair or Chair-elect will be called upon to do so.
- Administers Student Evaluation Forms per FA 17.1.2.1.4RFP 3.6.2.1.4. for at least one (1) course each year.
- Serves as an invited consultant to the PARc team for all PAR Faculty within the Department.

4.1.2.2.7 Evaluate Adjunct Faculty

4.1.2.2.8 Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual

- Recommends retention or dismissal of Department Faculty and Staff, as referenced in the FA
- Oversees the Department student work-study and temporary employees.
- Coordinates employment processes and procedures

4.1.2.2.9 Supervisory duties including evening and summer supervision

- Develops and administers Department student advisement.
- Develops and administers a procedure for use of substitutes in the Department.
- Verifies Faculty and Staff accountability, as referenced in the FA, including Faculty Agreement Sections 5.1 and 5.2.

4.1.2.2.10 Supervises and evaluates Department Programs

4.1.2.2.11 Evaluate dual enrollment faculty

4.1.2.2.12 Oversee occupational program (e.g., supervise faculty and staff, administer Advisory Council meetings)

- Coordinate completion of required program reports (e.g., program reviews)
- Plan, manage, and oversee the occupational program schedule

4.1.3 Selection of Department Faculty Chair

4.1.3.1 Term of Office for Department Faculty Chair and Term Limits

4.1.3.1.1 Terms of Office

- Each term shall be for three (3) consecutive years.
- During the spring semester of the third year of each term there shall be an election. The winner of the election is the Department Chair-elect.
- The new term shall begin July 1 following the election of the Chair-elect.

4.1.3.2 Conditions for Elections

Under any of the following conditions, the Vice President of Academic Affairs (VPAA) or college academic officer or designee shall declare to the appropriate Instructional Dean and to the Residential Faculty of the Department that the position of Department Chair is vacant. If a designee is appointed, the Faculty of the Department will be notified.

- When a Department Chair will have served for three full consecutive conventional academic years by July 1.
- When a removal or recall of a Department Chair is successfully completed as outlined in the Faculty Agreement Section 7.2.13.
- When a Department Chair is unable to complete the term.
- When a Department Chair retires from Residential status.
- When an Interim Department Chair completes the term.

4.1.3.3 Eligible and Non-Eligible Voters

- All Residential Faculty members in the Department are eligible to vote. The teaching load of the Faculty member determines the department where the Faculty member votes, unless the load is 50/50 for the year. If the teaching load is 50/50, the person votes in the department of hire.
- Any Residential Faculty in a department who accepts an acting administrative or managerial position or any position outside his or her department in an “acting” capacity shall retain voting rights in his or her department for one (1) year from the start date of said position.
- Any Residential Faculty member currently in an approved absence status (e.g., sabbatical, medical, etc.) may participate in the election process in accordance with federal guidelines.
- Any Residential Faculty member who continues beyond the one year in an “acting” capacity in the original position will be ineligible to vote for the remainder of his or her “acting” tenure.

- Any person no longer assigned to the Department will no longer be eligible to vote in that Department.

4.1.3.4 Notification and Timeline for the Election Process for Department Chair

Faculty members' conduct during the election process should show respect for each person's right to self-nominate, to run, and to protect the privacy of their vote.

4.1.3.4.1 Notification of Departmental Faculty Chair Election

The VPAA or designee will notify the members of the Department, including those on leave or sabbatical, of those departments in which an election is due, by the Friday before finals week of fall semester that an election for the position of Department Faculty Chair will occur according to processes outlined in the College Plan. If the election is delayed, the Residential Faculty members of the Department will be notified and the reason given. All notifications will be copied to the Faculty Senate President.

4.1.3.4.2 Self-Nomination

4.1.3.4.2.1 First Consideration

For first consideration, any Residential Faculty member in the Department with appointive status and in good standing may submit a self-nominating email to the VPAA or college academic officer to become a candidate for the position of Department Chair by the last day of the week of accountability prior to the start of spring classes.

If the VPAA/CAO feels that they cannot accept the candidate if they were elected, the VPAA/CAO must so state to the candidate in accordance with the following timetable:

- Within four (4) working days (defined as the next day the College is open for normal business) of receipt of the self-nomination, the VPAA/CAO must inform the candidate that the VPAA/CAO cannot accept the candidate if they were elected. The notification to the non-accepted candidate shall include the reason(s) for non-acceptance.
- If the non-accepted candidate(s) wish(es), an appeal to a standing committee for review may be made within three (3) working days of being informed the candidate's self-nomination was not accepted so that a recommendation to the President of the College can be made.
- The review committee will be composed of the appropriate Instructional Dean, the President of the Faculty Senate or designee, and the Chair of the Department Chair Association or designee.
- Within five (5) working days, the review must convene. A meeting via videoconference is allowed.
- If a consensus has not been reached within three (3) working days from the initial convening of the review committee, the non-accepted candidate can further appeal in accordance with the provisions of the FA section 20.3.2.2.

4.1.3.4.2.2 Second Consideration

Per FA 7.2.1., if there are no Residential Faculty in the Department who self-nominate, meet the eligibility requirement during first consideration, nor are accepted by the VPAA/CAO, a second consideration will proceed. Any Residential Faculty member with appointive status and in good

standing at the College and/or any probationary Residential Faculty member in year two or later and in good standing within the Department may self-nominate during the second consideration phase.

If there are no candidates for the position of Department Chair upon completion of the first consideration, the VPAA or college academic officer will notify the Residential Faculty of the College that the position is open and that any Residential faculty meeting the eligibility requirements listed may apply for the position.

Residential Faculty, eligible for second consideration, may submit a self-nominating email to the VPAA/CAO to become a candidate for the position of Department Chair by the end of the fifth (5th) working day from the date of the notification from the VPAA/CAO outlined above.

If the VPAA/CAO feels that they cannot accept the candidate if they were elected, the VPAA or college academic officer must so state to the candidate in accordance with the following timetable:

- Within four (4) working days of receipt of the self-nomination form, the VPAA/CAO must inform the candidate that the VPAA/CAO cannot accept the candidate if they were elected. The notification to the non-accepted candidate shall include the reason(s) for the non-acceptance.
- If the non-accepted candidate(s) wish(es), an appeal to a standing committee for review may be made within three (3) working days of being informed the candidate's self-nomination was not accepted so that a recommendation to the President of the College can be made.
- The review committee will be composed of the appropriate Instructional Dean, the President of the Faculty Senate or designee, and the Chair of the Department Chair Association or designee.
- Within five (5) working days, the review must convene. A meeting via videoconference is allowed.
- If a consensus has not been reached within three (3) working days from the initial convening of the review committee, the non-accepted candidate can further appeal in accordance with the provisions of the FA section 20.3.2.2 The process referenced above will be completed prior to the Chair election in the respective department.

4.1.3.4.2.3 No Self Nominations

In the event of no self-nominees after the second consideration, the College President will inform the Faculty Senate President and appropriate Instructional Dean who will call for a department meeting by the second week in March. At that meeting, the department members will agree on one or more nominees.

4.1.3.4.3 Final Candidate Notifications

The President will notify members via email during the week after spring break regarding the slate of nominees and the specific dates and times when ballots will be available. Voting will take place during the first full week of April.

4.1.3.4.4 Department Forums

Each Department will hold an open meeting to discuss candidates for Chair between the consideration(s) for self-nominations and the election date. The meeting will be moderated by the appropriate Instructional Dean. Candidates are encouraged, but not required, to share their vision and goals for the Department at this meeting in either written or oral form.

4.1.3.4.5 Ballots

- Ballots, which may be electronic, will be distributed to eligible voters by the Office of the VPAA/CAO, during the first full week in April.
- Voting will take place in a secure and confidential manner during the first full week of April.
- The VPAA/CAO, in conjunction with the appropriate Instructional Dean and the President of the Faculty Senate (or designee), will verify the election results.
- Until a simple majority of votes is obtained from Faculty who cast ballots, a series of ballots will be cast each time, removing the name with the smallest number of votes on the previous ballot.
- In case of a tie, the VPAA/CAO will cast a deciding ballot subsequent to collaborating with the appropriate Dean of Instruction and the Faculty Senate President.

4.1.3.4.6 Results

The result of the balloting constitutes a recommendation to the VPAA/CAO. This recommendation is then submitted by the VPAA/CAO to the College President. The College President may then accept or reject the recommendation.

- If the College President rejects the recommendation, the College President will convene a group that includes the College President, the VPAA/CAO, the appropriate Instructional Dean, the Faculty Senate President and the DCA Chair to explain why the recommendation was rejected. This group will outline next steps in writing and notify the Department of those steps.
- The VPAA/CAO will notify all candidates of the election results prior to the results being made public. Notification of election results will also be sent to the College President, Instructional Deans, Faculty Senate President, and the DCA Chair.

4.1.3.6 Chair Absence

4.1.3.6.1 Absence for Twelve (12) Months or Less

- When a sitting Chair is absent from the Chair position for twelve (12) months or less, the Department Faculty members may decide by consensus to elect an interim Chair to serve during the Chair's absence and the election process will follow the process in Article 4.1.3.4.
- If the Department Faculty members decide by consensus not to elect an interim, the Department Chair shall appoint an acting Chair.

4.1.3.6.2 Absence for Twelve (12) or More Months

When a sitting Chair is absent for more than twelve (12) months, the Department Faculty have two options:

- They may choose to elect a new Chair to complete the remainder of the absent Chair's term; or
- Elect an interim Chair to serve during the Chair's absence.

4.1.4 Evaluation of the Department Chair

As referenced in the FA, each Department Chair shall be evaluated in the spring of each year in a manner outlined in the Faculty Agreement Section 7.2.12.

The goal of the evaluation of the Department Chair is to provide constructive, professional feedback to the Chair to help them become an even more effective leader of the Department. The basis of this increased effectiveness is a facilitated dialog between the Evaluation Team (the department Chair, the VPAA/CAO or designee, and a neutral third party) and the Faculty and Staff of the Department.

4.1.4.1 Guidelines for Process to Evaluate the Department Chair

Priority for completing Chair evaluations will be given to those departments who are up for a chair election in the current year.

By the first day of classes in the Spring Semester of each year, the VPAA (or designee) will contact the members of each Department to notify them of the Chair Evaluation. The forms to be used in the evaluation of the Department Chair will be distributed to all Residential Faculty members in the Department by Friday of the first week of classes in the Spring Semester. The form may be distributed in electronic form (i.e. as a survey) provided that confidentiality of the evaluator is maintained.

The Faculty in the Department shall have at least ten (10) working days to return information on the form to the VPAA, or designee. Any details as to the identity of the evaluator will be kept strictly confidential by the VPAA, or designee, and will not be shared with the Department Chair.

The completed evaluation shall be kept on file in the appropriate Instructional Dean's office.

ARTICLE 5 Faculty Supervisors

Department charters should use the supervisory titles listed below whenever possible in order to ensure consistency of language. It is not expected that a department will have all of these roles. Please be aware that many of the titles include language that allows flexibility in the allocation of duties (e.g. "Duties may include, but are not limited to..." and "...in addition to any duties and responsibilities articulated in the department charter:").

The method for determination of need for any of these department leadership roles and the selection method (and if necessary the removal) for each leadership role will be established within each department's charter.

All Faculty assuming the Faculty supervision positions discussed herein will report to their respective Department Chairs.

The compensation for instructional roles relating to music, theater, and dance is outlined in the Faculty Agreement section 10.4.10. As such, they are not considered a departmental supervisory role and are therefore not part of this document.

5.1 Academic or Occupational Program Director

5.1.1 Academic and Occupational Program Definitions

The Higher Learning Commission (HLC) defines an “educational program” as a legally authorized postsecondary program of organized instruction or study that leads to an academic, professional, or vocational degree, or certificate, or other recognized educational credential. The Maricopa Center for Curriculum & Transfer Articulation (CCTA) designates Academic Certificate (AC), Associate in Arts (AA), Associate in Science (AS), Associate in Fine Arts (AAFA), Associate in General Studies (AGS), Associate in Business (ABUS), Bachelor programs as “academic programs” and the Certificate of Completion (CCL) and Associate in Applied Science (AAS) as “occupational programs.”

Programs of study (academic majors) should not be confused with the concept of a “Program Page” which represents the website organization of awards into a disciplinary area of study that students can specialize in. At MCC, active programs of study are typically available on the [Programs by Name](#) page and/or on the [admissions application](#).

A department may delegate a faculty supervisor as an Academic or Occupational Program Director to provide stewardship for the programs associated with one or more Program Pages. In some cases an Occupational Program Director may be asked to provide stewardship for a small number of Academic programs of study for related awards (AA, AS, ABUS, or Bachelor) listed on a Program Page, whereas Academic Program Directors do not have responsibility for CCL or AAS programs of study.

Each program of study must have a written statement of the program’s goals and learning domains which is typically found in the [Center for Curriculum and Transfer \(CCTA\) database](#). The Program’s goals and learning domains must be consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program, including, but not limited to: students, graduates, faculty, sponsor administration, employers, transfer partners,, and the public. Program goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of MCC and the expectations of the communities of interest. Goals and learning domains are based upon the substantiated needs of industry professionals, employers, transfer partners, and the educational needs of the students served by the educational program.

5.1.2 Qualifications

An Academic or Occupational Program Director must be a Residential Faculty member who is certified to teach in the discipline of the academic or occupational program and is officially assigned to the Department or campus where the program is offered. In order for a Faculty member to be eligible to serve as the Program Director, it is recommended that the Faculty member be scheduled to teach at least 50% of their total load in courses that are unique to the program during the current academic year, however, Departments have the ability to lower that threshold per their department charter.

5.1.3 Academic or Occupational Program Director Responsibilities

In collaboration with the Department Chair, the Academic or Occupational Program Director is responsible for all aspects of the program, including, but not limited to:

- the administration, organization, and supervision of the educational program.
- plan, manage, and oversee the program schedule.
- curriculum development, evaluation and revision.
- faculty recruitment, assignments and supervision, which includes input into faculty evaluation as appropriate.

- initiation of program or department in-service training and faculty development.
- assessing, planning and operating program facilities, including but not limited to classrooms, laboratories, and studios, including maintenance of furnishings and equipment; and selects the software and software configuration of the lab computers.
- input into budget preparation and fiscal administration.
- coordination, evaluation and participation in determining admission criteria and procedures as well as program promotion and student retention support.
- the continuous quality review and improvement of the educational program, which may include annual threshold data evaluation and periodic comprehensive Program Review.
- long range planning and ongoing development of the program.
- the effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of Program Learning Outcomes in meeting the established educational goal.
- the orientation/training and supervision of educational preceptors, such as clinical, field internship, independent study experiences, service learning, and cooperative learning experiences.
- the effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.
- facilitate the selection of the appropriate Instructional Council(s) representative(s)
- At least annually, convene an Advisory Committee appropriate to the assigned programs of study (see 5.1.4 below)
- Work collaboratively with faculty to assess the effectiveness of Program Learning Outcomes in meeting the established educational goal (see 5.1.5 below).

5.1.4 Program Advisory Committee

At least annually, the Academic or Occupational Program Director will convene one or more Advisory Committees appropriate to the assigned programs of study. Communities of interest should have significant representation and input from non-program personnel. There must be an Advisory Committee roster indicating the communities of interest that the members represent. Advisory committee meetings may help in-person or by synchronous electronic means. The Advisory Committee must (1) review program goals, (2) program learning outcomes assessment, and (3) progress on program action plans. The Advisory Committee should make recommendations to improve the program. Best practice is for a program Advisory Committee Chair to be selected from one of the non-program affiliated communities of interest to co-lead the meeting and prepare feedback to the program leadership on behalf of the committee.

5.1.5 Program Learning Outcomes Assessment

The Academic or Occupational Program Director will work collaboratively with faculty to assess the effectiveness of Program Learning Outcomes in meeting the established educational goal. The results of this evaluation must be reflected in the review and timely revision of the program. Outcomes assessments must include, but are not limited to: national or state credentialing examination(s) performance, programmatic retention/attrition, graduate satisfaction, employer satisfaction, job (positive) placement, and programmatic summative measures.

“Positive placement” means that the graduate is employed full or part-time in the profession or in a related field; or continuing their education; or serving in the military. A related field is one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the educational program.

5.1.6 Academic and Occupational Program Director Compensation

Compensation for Academic and Occupational Program Directors is paid out of the Department's Faculty Supervision Budget as outlined in the Faculty Agreement.

An Academic/Occupational Program Director may take their remuneration as either reassign time and/or a stipend. The amount of compensation will be determined by a process set forth in the Department Charter.

5.2 Red Mountain Department Supervisor

5.2.1 Qualifications

A Red Mountain Department Supervisor must be a Full-time Faculty member who is assigned to at least one course at the Red Mountain campus.

5.2.2 Red Mountain Department Supervisor Performance Responsibilities

The Red Mountain Department Supervisor is responsible for collaborating with, assisting and supporting the Department Chair(s). The Red Mountain Department Supervisor will have the following responsibilities as appropriate and relevant to the departments they represent:

- Provides leadership to, support of, and representation for Faculty and students at the Red Mountain Campus.
- Participates in the strategic planning for the Red Mountain Campus.
- Assists the Department Chair and/or senior leadership to assess the need for, build and maintain programs and courses at the Red Mountain Campus.
- Assists leadership in promoting and developing partnerships with other institutions and/or the community.
- Promotes on-going improvement of academic processes at the Red Mountain Campus.
- Coordinates with Student and College support services as required.
- Promotes on-going improvement of operational processes at the Red Mountain Campus.
- Facilitates day-to-day operational processes that need to be addressed at the Red Mountain Campus, including but not limited to petty cash requests, course overrides, key allocations, maintenance requests and the purchasing of supplies and equipment.
- Recommends capital, building, and grounds expenditures to the Department Chair.
- Assists with department planning.
- Assists with budgeting as it pertains to the Red Mountain Campus.
- Collaborates with the other Red Mountain Department Supervisors.
- Participates in college leadership meetings that will benefit the Department(s) and/or the College.
- Regularly attend and participate in Red Mountain Leadership meetings to ensure departmental representation.
- Collaborates with the Department Chair(s) and/or Occupational Program Director(s) in the development of the schedule of classes and teaching assignments and represents their department(s) on the Red Mountain Scheduling Team.
- Collaborates with the Department Chair(s) and/or Occupational Program Director(s), as appropriate, in the hiring, supervising, mentoring, and evaluating of Adjunct Faculty, and other Staff members at the Red Mountain Campus.
- Maintains line of communication with Department Chair, Occupational Program Directors and Evening Supervisors as appropriate.

5.2.3 Red Mountain Department Supervisor Compensation Guidelines

Compensation for Red Mountain Department Supervisors is paid out of the Department's Faculty Supervision Budget as outlined in the Faculty Agreement.

In order to maintain equity between Red Mountain Department Supervisors in different departments, a minimum pay rate for assigned duties is recommended as follows: Red Mountain Department Supervisors will be paid each semester for 15 hours of work, with an additional 3 hours of work for each day-time adjunct, full-time staff working at the RM campus, and day-time section offered by the department at the RM campus. In addition, the Red Mountain Department Supervisors may be paid for an additional 20 hours of work for the week prior to the start of faculty accountability. Stipends will be paid at the current midpoint hourly rate of a grade 121 classified staff position.

5.3 Evening Supervisors

In accordance with FA Article 1 Definitions, the Day Program delineates the 196 consecutive days between mid-August and mid-May of which 170 of those days shall be days of accountability, and shall be Monday through Friday starting at 6:00 a.m. and ending at 3:55 p.m., except for a section(s) of a course(s) starting prior to 3:55 p.m., or for section(s) of a course(s) that are part of an established day curriculum and must be offered after 3:55 p.m.

The Evening Program delineates the 196 consecutive days between mid-August and mid-May, of which 170 of those days shall be days of accountability, and shall be Monday through Friday and shall encompass programs taught and/or supervised beyond those hours defined by the Day Program.

Evening Supervisors provide supervision during the evening program and play a vital role in establishing consistency between the day and evening programs.

5.3.1 Qualifications

An Evening Supervisor must be a Residential Faculty member who is assigned to the Department or campus where the evening program is offered.

5.3.2 Performance Responsibilities

5.3.2.1 Duties

Duties may include, but are not limited to, scheduling of classes, recruitment, selection and evaluation of Adjunct Faculty, resolution of problems, and supervision of staff. The Evening Supervisor should work collaboratively with Academic and/or Occupational Program Directors as appropriate. Additional duties may be outlined in the department charter.

5.3.2.2 On-Site Presence

Evening supervisors will be available in person to Faculty, staff, and students in the evening program. The specific on-site days and hours will be determined in consultation with the Department Chair, other Faculty Leadership, or instructional administrator, as appropriate, and should be reflective of class meeting times or, in the case of service faculty, evening hours of operation. Hours will be scheduled, posted, and visible each semester in the Department Office, as well as online on the [Academic Department page](#).

5.3.2.2.1 Initial Class Meetings

Evening supervisors will be available on-site during the initial meetings of classes in accordance with the posted schedule determined in collaboration with the Department Chair.

5.3.2.2.2 Subsequent Class Meetings

Evening supervisors will be available on-site on a periodic basis through the remainder of the semester in accordance with the posted schedule determined in collaboration with the Department Chair. It is not expected that supervisors will be on campus every week.

5.3.2.3 Off Campus Accountability

Evening supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

5.4 Summer Supervisors

In accordance with FA Article 1 Definitions, "The Summer Program delineates the time between the day after the last day of spring accountability and the day before the first day of fall accountability."

Summer Supervisors work on an extended contract to provide supervision during the summer session. The Summer Supervisor should work collaboratively with Academic and/or Occupational Program Directors to maintain program stewardship during the summer as appropriate.

5.4.1 Performance Responsibilities

5.4.1.1 Duties

Duties may include, but are not limited to, scheduling of classes, recruitment, selection and evaluation of Adjunct Faculty, resolution of problems, and supervision of staff. Additional duties may be outlined in the department charter.

5.4.1.2 On-Site Presence

Summer supervisors will be available in-person to Faculty, staff, and students in the summer session. The specific on-site days and hours will be determined in consultation with the Department Chair, any other Faculty Leadership roles, or appropriate instructional administrator, as appropriate, and should be reflective of class meeting times or, in the case of service faculty, summer hours of operation. Hours will be scheduled, posted, and visible each summer in the Department Office, as well as online on the [Academic Department page](#).

5.4.1.2.1 Initial Class Meetings

Summer supervisors will be available on-site during the initial meetings of classes in accordance with the posted schedule determined in collaboration with the Department Chair.

5.4.1.2.2 Subsequent Class Meetings

Summer supervisors will be available on-site on a periodic basis through the remainder of the session in accordance with the posted schedule determined in collaboration with the Department Chair. It is not expected that supervisors will be on campus every week.

5.4.1.3 Off Campus Accountability

Summer supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

5.5 Service Program Director

Each Service Program Director shall perform the following duties, in addition to any duties and responsibilities articulated in the department charter:

- Oversee service faculty area (e.g., Library or Counseling Services)
- Coordinate completion of required program reports
- Coordinate with the Department Chair to recruit, mentor, and evaluate Adjunct Faculty
- Plan, manage, and oversee the program schedule
- Ensure allocated resources are used effectively and efficiently
- Facilitate the selection of the appropriate Instructional Council(s) representative(s)

5.6 Discipline Coordinator

Each Discipline Coordinator shall perform the following duties, in addition to any duties and responsibilities articulated in the department charter:

- Oversee a specific discipline or cluster of disciplines
- Coordinate with the Department Chair to recruit, mentor, and evaluate Adjunct Faculty of a discipline or cluster of disciplines
- Plan, manage, and oversee the class (and lab) schedule of a discipline or cluster of disciplines

5.7 Lab Technician Supervisor

Each Lab Technician Supervisor shall perform the following duties, in addition to any duties and responsibilities articulated in the department charter:

- Recruit, mentor, and evaluate lab technicians
- Ensure allocated resources are used effectively and efficiently
- Coordinate lab schedule in coordination with Chair or designee

5.8 Lead Faculty

Each Lead Faculty shall perform the following duties, in addition to any duties and responsibilities articulated in the department charter:

- Oversee the instruction of a particular course(s) taught by Adjunct Faculty
- Coordinate with the Department Chair to recruit, mentor, and evaluate qualified Adjunct Faculty for a particular course
- Plan, manage, and oversee the course schedule for a particular course

5.9 Clinical/Internship/Independent Study/Service Learning/Cooperative Learning Coordinator

Each Clinical/Internship/Independent Study/Service Learning/Cooperative Learning Coordinator shall perform the following duties, in addition to any duties and responsibilities articulated in the department charter:

- Oversee and coordinate the schedule of clinical/internship/independent study/service learning/cooperative learning activities in coordination with the Chair or designee
- Coordinate, monitor, and assign clinical care/internship/independent study/service learning/cooperative learning activities in coordination with the Chair or designee
- Recruit, mentor, and evaluate Adjunct Faculty, if necessary
- Facilitate meetings, trainings, and required documentation for clinical/internship/independent study/service learning/cooperative learning coordination

5.10 Adjunct Faculty Evaluator

Each Adjunct Faculty Evaluator shall evaluate the teaching of assigned Adjunct Faculty in addition to any duties and responsibilities articulated in the department charter.

5.11 Annual Review of Faculty Leadership Roles

In accordance with FA 7.2.12, Faculty leaders performing delegated duties will be evaluated. The objective of the review is to provide constructive, professional feedback and mentoring to help the Faculty leader become a more effective leader.

The evaluation should promote the continued improvement of those who serve in a faculty leadership role. The results of evaluations should be communicated within departments on an annual basis. Evaluation results are maintained at the department level and may be requested as needed to support college and programmatic accreditation needs.

5.11.1 Annual Review of Academic and Occupational Program Directors

Each Academic/Occupational Program Director shall be evaluated before Spring break of each year by their department chair in consultation with the Residential Faculty, Adjunct Faculty and Staff within the Academic/Occupational Program. A copy of the form to be used will be posted on the MCC Faculty Senate website. The department chair will provide written feedback via the form to the Academic/Occupational program director.

Academic/Occupational Program Directors have the right to rebut in writing any information submitted upon the written feedback form within 15 business days. Both the Department Chair written feedback and any rebuttals will be communicated to Residential Faculty, Adjunct Faculty and Staff within the Academic/Occupational Program and be maintained by the Department. This annual review may be used as evidence to retain or remove an Academic/Occupational Program Director by methods established within each Department's Charter.

5.11.2 Annual Review of Red Mountain Department Supervisors

Each Red Mountain Department Supervisor shall be evaluated before Spring break of each year by their department chair in consultation with the Residential Faculty, Adjunct Faculty and Staff being supervised at Red Mountain. A copy of the form to be used will be posted on the MCC Faculty Senate website. The department chair will provide written feedback via the form to the Red Mountain Department Supervisor .

Red Mountain Department Supervisors have the right to rebut in writing any information submitted upon the written feedback form within 15 business days. Both the Department Chair written feedback and any rebuttals will be communicated to Residential Faculty, Adjunct Faculty and Staff being supervised at Red Mountain and be maintained by the Department. This annual review may be used as evidence to retain or remove a Red Mountain Department Supervisor by methods established within each Department's Charter.

5.11.3 Annual Review of All Other Delegated Duties

All other Faculty Supervisors will be evaluated by the Department Chair in the spring before Spring break to determine if all the delegated duties were fulfilled. An informal discussion between the Faculty and the Department Chair pertaining to the delegated duties will be had before the Department Chair submits a brief, written performance report outlining if the duties were fulfilled satisfactorily or not. This report will be shared with the Faculty being evaluated and will be maintained by the Department. These reports will be made available to any Departmental Faculty member upon request. Failure to perform the delegated duties may be used as evidence to remove a Faculty from their delegated duty.

5.12 Removal from a Delegated Duty

Should circumstances warrant, a Faculty may be removed from their delegated duty. The method for determination of need for the removal of a leadership role will be established within each Department's Charter.

5.13 Delegated Duty Absence

When a Faculty member fulfilling a delegated duty is absent from the position for twelve (12) months or less, the Department Chair(s) may appoint an interim to serve during the absence.

When a Faculty member fulfilling a delegated duty is absent for more than twelve (12) months, the Department Chair(s) will implement the selection process outlined in their Department Charter.

5.14 Compensation for Departmental Delegated Duties Review

In the Spring of each academic year, the VPAA or college academic officer in partnership with the Faculty Senate President will establish a sub-committee to review and ensure relative consistency across departments regarding the appropriateness of compensation for delegated responsibilities.

The review process will begin in the Spring 2024 semester and will be conducted every Spring for the first 3 years and then every 5 years thereafter.

ARTICLE 6 College Full-Time Faculty Staffing

6.1 College Faculty Staffing Advisory Committee (FA Article 1)

The College Faculty Staffing Advisory Committee (CFSAC) will consult with Department/Division Chairs and other appropriate personnel in order to make recommendations on the staffing of Residential Faculty positions. This committee consists of the appropriate instructional administrator and at least four (4) Residential Faculty appointed by the Faculty Senate President. The instructional administrator will be a nonvoting member of this committee.

The committee's recommendations will be delivered to the College President.

6.2 Residential Faculty Staffing Process

The CFSAC does not make any recommendations concerning OYO/OSO or Adjunct positions. If a Department is in need of an OYO/OSO, this request should be made according to College Plan Article 6.2.

6.2.1 Process Timeline

In the spring semester, Faculty Department Chairs will determine their Departmental Residential Faculty staffing needs by a discussion with the Department's Faculty.

Starting in the spring semester, Faculty Chairs can begin filling out a Faculty Position Request Form for each Faculty request. Content and mode of delivery of the Faculty Position Request Form are to be determined by the CFSAC, but the Faculty Position Request Form must include name and date of separation if the request is to replace a retiring/separating Faculty member.

Faculty Department Chairs will submit Faculty Position Requests to the CFSAC by the fourth Friday of the fall semester.

Instructional Deans fill out a Dean Advocacy Form which includes a ranking of all requests under their supervision within ten (10) working days after Faculty Chairs submit Faculty Position Requests. The CFSAC may request Faculty Chairs (who submitted requests) and Instructional Deans to meet with the CFSAC to gather additional information about requests and ranking to aid in their process to develop a recommendation.

Within thirty (30) days after Dean Advocacy Form submission, the CFSAC reviews all requests and produces a ranked Faculty Staffing recommendation list that is forwarded to the College President and a Shared Governance group.

A Shared Governance group is convened by the VPAA/CAO. The group includes, but is not limited to the:

- Vice President of Academic Affairs/Chief Academic Officer
- Instructional Deans
- Faculty Senate President
- DCA Chair
- Chair of the College Faculty Staffing Advisory Committee

This group will devise a final ranked list for Residential Faculty hiring no later than thirty (30) days after the forty-fifth (45th) day of fall semester.

The College President in consultation with the Vice President of Administrative Services, the VPAA/CAO, Instructional Deans and the Faculty Senate President or designee determines the number of positions that the college will offer for the next academic year no later than thirty (30) days after the forty-fifth (45th) day of fall semester. The top positions determined by the Shared Governance group up to the number of positions being offered by the college will proceed to a search process conducted according to current HR standard operating procedures.

6.1.2 Faculty Position Request Evaluation Criteria

Relevant data used by the College Faculty Staffing Advisory Committee when evaluating Faculty Position Requests includes, but is not limited to, the Residential/Adjunct Faculty ratio by discipline, the FTTE/FTSE ratio by discipline, FTSE by discipline, headcount by discipline, and the number of budgeted Residential Faculty lines at the college as defined in Article 1 Definitions of the Faculty Agreement

The College Faculty Staffing Advisory Committee and the Shared Governance group may employ, but is not limited to, using additional criteria in its deliberations (not ranked by importance):

- Faculty utilization across the College's extended campuses (Red Mountain, Internet, Downtown, etc.).
- Classroom capacity utilization within a Department.
- Development, expansion, access to and management of Department programs.
- Comprehensiveness of College offerings in meeting the College/community needs.
- Impact of courses on the overall College community, including connections to other disciplines.
- Availability of Adjunct Faculty.
- Articulation and/or recruitment needs.
- Current Department staffing situation, e.g. repeated OYO needs for the same position; previously approved unfilled Faculty positions; recent hires within the Department.
- District/Department/College strategic plans.
- Systematic methods of analyzing instructional programs (Program review, etc.).

6.2 OYO/OSO Staffing

Conditions under which an OYO/OSO may be granted by the College are covered in FA 10.3.11.

6.2.1 Priority OYO/OSO Requests

Department Chairs can submit OYO/OSO requests to College HR at any time via a Google form maintained by College HR for

- Residential faculty that are reassigned or are on sabbatical or medical leave from MCCC (FA 10.3.11.1)
- Residential faculty that have retired or separated (FA 10.3.11.3)
- A failed Residential faculty search (FA 10.3.11.4)
- OYO/OSOs that will be externally funded by a grant (FA 10.3.11.6) or federal/state funding (FA 10.3.11.7)

The OYO/OSO Request Form should include the following information:

- Request type (OYO or OSO)
- Name of Department and Program making the request
- Name of Department Chair
- Faculty Position description
- Clause of the FA the OYO/OSO will be granted under
 - If requesting under FA 10.3.11.1, the name of the Faculty member on reassign, sabbatical or leave and if FPG funds were requested
 - If requesting under FA 10.3.11.3, the name of the Faculty member retiring/separating and separation date
 - If requesting under FA 10.3.11.6 or 10.3.11.7, the funding source
- Justification of need for OYO/OSO.

All OYO/OSO requests are reviewed by a Shared Governance body that includes, but is not limited to the:

- Vice President of Academic Affairs or designee
- Instructional Deans
- Faculty Senate President or designee
- DCA Chair or designee
- Chair of the College Faculty Staffing Advisory Committee or designee

The Shared Governance group will review to determine if the request can be priority ranked to move forward for posting. If approved to be priority ranked, the hiring process can begin. If not approved to be priority ranked, the request will be considered per 6.2.2.

6.2.2 Normal Request Cycle for All Other, Including Exception Requests, and Non-Approved Priority OYO/OSO Requests

Department Chairs submit OYO/OSO requests via the same Google form as above by the first Friday in March for

- Launching a new program at the College when no Residential Faculty exist at the College that are qualified in the program area. (FA 10.3.11.2)
- Providing time for the College to enter the appropriate faculty hiring cycle. (FA 10.3.11.5)
- Exception OYO/OSOs (FA10.3.11.8)
- All non-approved priority requests

Criteria set forth in 6.1.2 will be used to rank the positions. The Shared Governance body in 6.2.1 will rank the positions. The ranking will be completed by the first Friday in April and OYO/OSOs will be granted according to the ranked list contingent upon available funding.

A search will be conducted according to current HR standard operating procedures and the OYO/OSO will start during the following academic year.

6.2.3 All Other OYO/OSO Requests Outside the Normal Request Cycle (Off-cycle Requests)

The Department Chair submits an OYO/OSO Request via the same Google form as above. These requests can be submitted at any time outside of the normal staffing request cycle and a decision must be rendered within ten (10) business days after submission.

The VPAA/CAO, Faculty Senate President and appropriate Instructional Dean will consider the request and render a final decision.

Any OYO/OSOs may be granted contingent upon available funding and if not in violation of the FA. A search will be conducted according to current HR standard operating procedures.

ARTICLE 7 Department Reorganization

7.1 Department Definition

An Academic Department is a unit of organization by which Faculty provide stewardship for an academic discipline or group of related disciplines. Academic Departments serve as the primary business and budgetary unit within Academic Affairs. A Department Chair is a Residential Faculty member with administrative functions to manage the business and budgetary functions of the Academic Department. In order to provide efficient organization of academic units and good stewardship of fiscal resources, an Academic Department must maintain a minimum staffing level of five (5) Residential Faculty members or 400 Annual load equivalents.

7.2 Initial Steps for Department Reorganization

The initiation of Department reorganization may occur based on two possible conditions:

- (1) Any Department that falls below five (5) Residential Faculty members or 400 Annual load and load equivalents for two (2) consecutive academic years will trigger a proposed modification utilizing the Department reorganization process. In these cases, it is assumed that the Vice President of Academic Affairs (VPAA) is the initiator of the proposed reorganization.
- (2) For any other Departmental reorganization, the Vice President of Academic Affairs (VPAA), other appropriate Vice-Presidents or Instructional Deans, the Department Chair, or a Faculty member of the Department may initiate a proposed modification of a Department. Any modification involving the formation, combination, expansion, dissolution or title of a Department must be proposed to the VPAA in writing using a Department Reorganization Interest form linked on the Faculty Senate website.

Department reorganization proposals can only be initiated between September 1 - December 1.

Upon receipt of the Department Reorganization Interest form, a Department reorganization committee hereinafter referred to as the "Committee", will be created. The committee will consist of the Instructional Dean(s) that supervise the affected Department(s), the Faculty Senate President or designee, a member of DCA from a

Department not affected by the reorganization and Faculty members to be determined by the Department(s) in question. In the case where there is more than one Department affected there will be equal Faculty representation from each Department on the committee. The committee will designate a committee chair.

The committee chair will schedule meeting(s) to discuss the proposed modification. If the committee finds merit in the modification as proposed, the committee will work collaboratively to further develop the Reorganization Proposal (hereinafter referred to as the "Proposal"), and inform the VPAA of the intent of the Department(s) to reorganize. If the committee does not find merit in the proposed modification, the committee chair will respond in writing to the initiator stating the reasons the committee chose not to further develop the proposal to reorganize.

For proposed modifications which are found to have merit, the VPAA will inform the College President and the Shared Governance Coordinating Board of the intent of the Department(s) to reorganize.

7.3 Departmental Reorganization Proposal

The Committee will collaboratively develop a proposal and submit it to the VPAA by the first week of Spring semester. The VPAA will provide feedback to the committee on the proposal during the draft process based on discussions with the College President. The proposal will be developed using the guidelines on the Department Reorganization Form in Appendix A.

7.4 Approval Process

7.4.1 Department(s) Approval

The Committee will share the completed Proposal with the Department(s) in question within 60 days after the submission of the written notification of intent to modify Departmental structure.

If the Departmental reorganization is due to falling below the thresholds set forth in 7.2, there will not be a Departmental Faculty vote to approve the proposal. Any objections to the proposal by the affected Faculty should be submitted in writing to the VPAA within 10 business days after the completed proposal was shared with the Department(s). These written objections will be submitted with the proposal when it is submitted to the College President.

For any other Department reorganization, the Faculty members of the Department(s) in question will vote via secret ballot on the proposal within 30 days of receiving the proposal. The proposal must be approved by more than a three-fifths ($\frac{3}{5}$) majority vote of the Faculty of the affected Department(s).

- Faculty are eligible to vote if their primary assignment is in an affected Department.
- The vote will be administered by the Office of the VPAA.
- The ballots, which may be electronic, will be counted by the VPAA, the appropriate Instructional Deans and the Faculty Senate President.

If approved by vote, the proposal goes to the VPAA and the appropriate Instructional Dean(s).

7.4.2 VPAA and Instructional Dean Recommendations

VPAA and the appropriate Instructional Dean(s) shall submit their recommendations in writing regarding the proposal and any written objections received from Faculty to the College President in writing within 10 business days. Official notification of the submission of the proposal and copies of the proposal will be provided to the Faculty Senate, the Department Chair Association, the Thunderbird Leadership Team, College HR and the Shared Governance Coordinating Board at this time.

7.4.3 College President Approval

By April 1, the College President will respond to the proposal by informing the VPAA, the appropriate Instructional Dean(s) and the Department Chair(s) in one of the following three ways: (1) approval of the proposal, (2) approval of the proposal contingent upon revisions, or (3) rejection of the proposal.

7.4.3.1 Approval of the Proposal

The organizational structure and reporting pattern of the newly created Department(s) shall follow the FA and MCC College Plan.

The affected Department(s) will work to do the following:

- During transition the current Departmental structure still applies. The current Department Chair(s) is responsible for the newly created Department(s) Departmental plan(s) and corresponding budget(s) in accordance with College timelines.
- The newly approved Department(s) must hold Department Chair elections pursuant to the MCC College Plan 4.1.3. Selection of Department Chair by the last business day of the first week of May.
- Creation or Revision of Department Charters
 - If work on the department charter has to occur over the summer because there is not enough time between the approval of the department and the end of the Spring semester, the person selected as Chair will lead conversation over the summer with a subset of 3-5 faculty each representing multiple disciplines (if appropriate) from the new department.
 - If work on the department charter has to occur over the summer, the College will pay for work up to 20 hours per faculty, with the amount of time to be agreed upon by the Faculty Senate President, newly elected Chair, appropriate Dean, College President or designee.
 - Department Charters must be approved by the department no later than the Friday of accountability in the Fall Semester.

7.4.3.2 Approval of the Proposal Contingent Upon Revisions

The committee and the VPAA will meet to collaboratively revise the proposal and resubmit to the College President by May 1.

The College President will respond to the revised proposal by the last day of accountability of the spring semester and if approved the affected Department(s) will follow Article 7.3.3.1. Otherwise Article 7.3.3.3 applies.

7.4.3.3 Rejection of the Proposal

The College President will provide rationale and justification for rejecting the proposal. After receiving rationale and justification for rejection of the proposal the committee will be provided the opportunity to meet with the College President to discuss the decision.

The affected Department(s) should consider the College President's response in future reorganization proposals and the Department(s) may start the reorganization process at any time provided they follow the MCC College Plan.

Department(s) that deferred Department Chair elections pending the outcome of a proposal must hold Department Chair elections pursuant to the MCC College Plan 4.1.3. Selection of Department Chair.

ARTICLE 8 Faculty Transfers

8.1 Transfers from Another College

A Residential Faculty member may request a transfer or be transferred from a discipline or service department at one College to a similar discipline or service department, if qualified in that discipline or service department, at another College.

To align with our institutional value of diversity, equity and inclusion, Faculty transfers from another college can only occur if one of these three (3) conditions are met:

- (1) There is an open Residential Faculty position in a Department that was awarded during the College Faculty Staffing process set forth in Article 6. The Residential Faculty wanting to transfer will need to apply and interview for the open position.
- (2) The Faculty member transfers due to the Retain and Retrain policy set forth in FA Article 16.
- (3) The Faculty member transfers due to accommodations set forth in the Americans with Disabilities Act.

8.2 Transfers between Departments

An individual Residential Faculty member may request a transfer from their Department of hire to another Department within the College, if qualified in that discipline. The Residential Faculty must make their request to the VPAA/CAO in writing before December 1 for the following academic year.

The VPAA/CAO will task a committee, consisting of the Instructional Dean(s), the Faculty Chairs for the Departments involved and the Residential Faculty member, with writing a proposal outlining the pros and cons of

the proposed transfer for the Residential Faculty and the Departments. This proposal must be written within ten (10) days of the initiation of the request.

A faculty transfer between departments will not be considered if one of the departments will be left with less than five (5) faculty members.

All parties must agree to the proposed transfer before it is forwarded to the VPAA/CAO.

The VPAA/CAO has ten (10) days to approve or reject the transfer. If approved, the VPAA/CAO will notify the College President and HR. The Residential Faculty will move to the new Department starting July 1. If the proposal is rejected, the VPAA/CAO will respond in writing to the committee in writing.

ARTICLE 9 Variances from the College Plan

The intent of the procedures outlined in the College Plan is to provide for flexibility, communication, fairness, and deliberation. These procedures should be consistent with aims for continuity, competence of personnel, and harmony within a cooperative Faculty and Administration.

9.1 Senate Approval

Any Department may, by a two-thirds (2/3) majority vote, petition the Faculty Senate for a variance from the procedures contained within the College Plan. Such a petition for a variance must be approved by a two-thirds (2/3) majority vote of the Faculty Senate. If approved by the Faculty Senate, the request for a variance shall be submitted in writing to the College President for approval.

9.2 Presidential Approval

If a variance is approved by the College President it will go into effect immediately upon approval.

If such a variance, having received the approval of the Faculty Senate, is not approved by the College President, the reason for the disapproval shall be conveyed to the petitioners in writing.

If the petitioners do not concur with the decision of the College President, then the petitioners may appeal to the Faculty Senate.

- The Faculty Senate shall review the reasons for the disapproval by the College President.
- Within two weeks from the notification of disapproval by the President of the College, the Faculty Senate shall make its recommendation to the President of the College, either concurring or differing from the College President's decision.
- Any further appeal shall be in accordance with the provisions of the FA.

9.3 Senate Non-Approval

In the event that the Faculty Senate does not approve the petition for Variance, the reason for the disapproval shall be conveyed to the petitioners in writing. Then the petitioners may appeal the Senate's decision directly to the College President. In the event that the College President concurs with the negative decision of the Faculty Senate, no further appeals are available other than those that may be specified in the FA.

ARTICLE 10 Amend the College Plan

10.1 Proposing Changes

Any College employee may present a proposal for change to the College Plan to the Faculty Senate.

10.2 Process for Change

Proposed amendments to this document may be brought to the Faculty Senate any time between September 1 and March 30. The Faculty Senate President will appoint an ad hoc committee to review the proposed changes in policy. The committee will consist of, but is not limited to, the Faculty Senate Vice President, a representative from the Department Chair Association, an Assistant Chair, an Occupational Program Director, an Instructional Dean, an adjunct faculty representative, and three (3) additional Faculty Senators chosen by the Faculty Senate President.

A two-thirds ($\frac{2}{3}$) majority vote of the Faculty Senate is needed for a proposed change in the College Plan to be approved.

The approved changes will be presented to the College President via the Faculty Senate President for final approval.

Any changes in the College Plan do not go into effect until both the College President and a two-thirds ($\frac{2}{3}$) majority of the Faculty Senate agree upon the changes. If the College President does not approve of the Faculty proposal, the reason for the disapproval shall be conveyed to the Senate in writing. Based on the College President's feedback, the Faculty Senate has the option of revising and resubmitting.

All agreed upon changes take effect at the start of the next academic year (beginning of fall Semester accountability).

The College Plan shall undergo periodic review at least once in every five (5) years.

10.3 Clerical Adjustments/Language Clean-up

Minor clerical adjustments, such as correction of grammatical errors, updates of section numbers referencing the Faculty Agreement, updates to align with changes to the Faculty Agreement or clarification of terminology shall be made (by the Faculty Senate, in consultation with the College President) in order to maintain the currency of this College Plan.

All changes subject to this section must be non-substantive in nature and designed simply to keep the College Plan current, accurate and unambiguous.

Should a proposed "clerical" change not be agreed by both the College President and the Faculty Senate President, it will be subject to Article 9 of this College Plan, the change will be subject to the process outlined in

College Plan 10.2.

It is understood that such clerical changes shall be made as a matter of course, by consensus of the College President and the Faculty Senate, and shall not require a Faculty Senate vote.

Notice of any such changes shall be presented to the College President and the Faculty Senate whenever they occur.

As per Maricopa Community Colleges' **Faculty Agreement**, the **College Plan** provides for the selection process, describes the duties and responsibilities of, and specifies the evaluation process for Department/Division Chairs, Assistant Department Chairs, and Faculty Supervisors. The **College Plan** also outlines procedures for other processes conducted by the College. The principles of Shared Governance are the basis for all these procedures. This revision of Mesa Community College's **College Plan** was ratified by the Faculty Senate on April 20, 2023 and was then submitted to the President of Mesa Community College for their approval, signature, and date as indicated below:



Megan McGuire, Faculty Senate President,
Mesa Community College 2022-2024

Dr. Tammy Robinson, College President,
Mesa Community College

Date: 7/12/23

Date: 7/12/23

Appendix A Reorganization Proposal

The following criteria will be the basis of a dynamic form for a Department Reorganization Proposal. The form will be available on the MCC Faculty Senate website.

A.1 Rationale for a Reorganization Proposal

A Reorganization Proposal will include a justification that the restructuring is to the overall advantage of the students, the College, and the Department. Justification will include:

- best practices on academic organization underscoring student success
- name of proposed Department(s) and distribution/grouping of prefixes
- how specified grouping(s) of Faculty and teaching disciplines will operate as a combined or separate Department(s). (see Department(s) Snapshot below for suggested informational items)

The proposal must ensure that there is a sufficient number of Residential Faculty in each of the proposed Departments. ("Sufficient number" is based on justification such as student success, best practices, ability to serve on college supported projects, programmatic needs and rules or guidelines of external governing / licensing agencies if applicable. No proposals will be accepted that create Departments with less than 5 Residential Faculty.)

A.2 Impact on College Budget

The Proposal will document budget impact and will include the following budget considerations as outlined in the FA:

- Remuneration of Faculty supervisors (eg. Department Chair, OPDs, etc.)
- Administrative reassigned time
- Personnel (i.e. clerical support, lab techs, Adjuncts, PSA etc.)
- Summer Extended Contract Hours
- Evening/Weekend Supervisor(s)

This impact on college budget will be created in collaboration with the Vice President of Administrative Services or designee.

A.3 Resource Allocation

The Proposal will present a plan to allocate existing Department budget(s), classroom(s), facilities and other resources so that the newly created Department(s) will be able to operate effectively.

A.4 Department(s) Snapshot

The Proposal may include a Departmental fact sheet addressing data including but not limited to:

- Direct reports (e.g. Residential Faculty, adjunct Faculty including dual enrollment, and PSA)
- Faculty Leadership
- FTSE

- Total number of evaluations per semester
- Total number of sections currently offered per semester by Department(s)
- Number of disciplines in current Department(s)
- Ratio of voting representation at leadership meetings
- Revised Organizational Chart

This department(s) snapshot will be created in collaboration with the Office of the Institutional Effectiveness.

A.5 Department Charter

The process for the creation of the Department Charter(s) (i.e. revision of existing versus creation of new) for the newly established and/or combined departments will be defined in the Proposal.

Appendix B [Department Charters](#)