



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Mesa Community College

College Plan

Revision Date: February 3, 2022



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1. College Plan

1.1. Defined

The College Plan is intended to set forth the processes, which are intended to keep the lines of communication open between Faculty and Administration. The College Plan describes the selection, responsibilities, and evaluation of Department Chair, Assistant Department Chairs, Occupational Program Directors (OPDs), along with other department faculty leadership roles. The College Plan also safeguards the individual rights of all concerned. The College Plan is consistent with the Faculty Agreement. When in conflict, the College Plan, including approved variances and MOUs, supersedes Department Charters.

2. Shared Governance

2.1. Definition

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)

2.2. Key Roles for Shared Governance Partnerships with Faculty

2.2.1. The Faculty Senate President will be a regular participant of the College President's Cabinet.

2.2.1.1. The Faculty Senate President will participate on the College President's Cabinet outside of the 185 days of accountability (during the summer).

2.2.1.2. The Faculty Senate President will be remunerated with a stipend equal to three (3) hours of reassigned time for their participation outside the days of accountability.

2.2.2. Human Resources (HR) consults with the Faculty Senate President on MAT hiring postings and practices.

2.2.2.1. When assembling a Position Authorization Form (PAF) documentation for a MAT search, the hiring manager emails the College Faculty Senate President with a request for a recommended list of Faculty members to serve on the hiring team. The hiring manager will select one or more of the recommended faculty.

2.2.2.1.1. For an Instructional Dean, Vice President, or President-level search, the Faculty Senate President recommended Faculty member(s) is expected to serve in both screener and interviewer roles.

2.2.2.1.1.1. For an Instructional Dean position, the VPAA 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.

- 2.2.2.1.1.2. For a VPAA or College President search, the Faculty Senate President will serve as a co-chair of the search committee.
- 2.2.2.1.1.3. 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.
- 2.2.2.1.2. The hiring manager attaches the College Faculty Senate President's email response to the PAF documentation packet for Cabinet review and approval.
- 2.2.2.1.3. If the College Faculty Senate President declines the invitation for Faculty to serve, the hiring manager attaches a copy of invitation decline to the PAF documentation packet.
- 2.2.2.2. If the PAF is approved by Cabinet, the MAT search is initiated by College HR.
- 2.2.2.3. Before initiation of the screening process, College HR sends the recommended hiring team members to the College President for approval. The hiring manager notifies the Faculty Senate President of the name(s) of Faculty members selected to serve on the hiring team.
- 2.2.3. The Faculty Senate President will have regularly scheduled collaborative meetings with the College President
- 2.2.4. The Faculty Senate President will have regularly scheduled collaborative meetings with the Vice President of Academic Affairs.
- 2.2.5. 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.
 - 2.2.5.1. 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.
 - 2.2.5.2. 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.
- 2.2.6. Faculty leadership members are expected to serve on the Shared Governance Council.
 - 2.2.6.1. The Faculty Senate President and Vice President are expected to serve as members of the Shared Governance Council.
 - 2.2.6.2. The DCA Chair and Chair-elect are expected to serve as members of the Shared Governance Council.
- 2.2.7. 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.

3. Department Chair

3.1. Department Chair Job Description

3.1.1. Introduction

Department Chairs are Residential Faculty, as defined by the FA, who are accountable for the supervision or management of an academic Department/Division within the College, including all

duties and responsibilities articulated herein.

3.1.2. **Title**

Department Chair

3.1.3. **Eligibility**

Eligibility is outlined in Section 7.2.1 in the Faculty Agreement.

3.1.4. **Reporting Structure**

The VPAA or designated Instructional Dean.

3.1.5. **Job Goals**

3.1.5.1. Exhibits leadership in establishing academic priorities and managing the Department in conjunction with Assistant Chair(s), Evening Supervisor(s) and Occupational Program Director(s).

3.1.5.2. Advocates for, and represents the Department Faculty, Staff, and Students.

3.1.5.3. Promotes on-going improvement.

3.1.5.4. Motivates Faculty and encourages professional development and innovation.

3.1.5.5. Works collaboratively with the Administration to further the College Mission, Vision, and Values.

3.1.5.6. Promotes student success.

3.1.6. **Performance Responsibilities**

3.1.6.1. Non-Delegable duties. The Chair may not delegate the following duties:

3.1.6.1.1. Plan, manage, and oversee the Department/Division budget

3.1.6.1.1.1. Leads the Department in the development of a strategic plan and Department budget in alignment with the College mission, vision, goals, and strategic initiatives.

3.1.6.1.1.2. Coordinates the development of the Department budget, grants, and special program budgets, and submits them to the appropriate administrator.

3.1.6.1.1.3. Develops and coordinates requests for capital and operational items for the Department and submits those requests to the appropriate administrator as required.

3.1.6.1.1.4. Establishes and maintains a Departmental inventory of fixed and movable equipment.

3.1.6.1.2. Review and provide final approval for the evaluation of Adjunct Faculty

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

3.1.6.1.3.1. Submits and/or processes reports as required.

3.1.6.1.3.2. Submits requests for Residential Faculty positions to the College Faculty Staffing Advisory Committee.

3.1.6.1.3.3. Requests and recommends the hiring of Staff.

3.1.6.1.4. Facilitate Department/Division meetings

3.1.6.1.4.1. Schedules and conducts Department meetings and maintains and distributes

a meeting summary.

- 3.1.6.1.5. Address, manage, and work to resolve conflicts
 - 3.1.6.1.5.1. Engages in problem-solving at the Department level.
- 3.1.6.1.6. Manage and work to resolve formally registered student concerns
 - 3.1.6.1.6.1. Works to resolve Faculty and Student conflicts.
- 3.1.6.1.7. Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan
 - 3.1.6.1.7.1. Selects supervisory roles and non-supervisory roles (eg. summer and evening supervisors) as outlined in the Department Charters.
 - 3.1.6.1.7.2. Supervises any Assistant Chairs, Occupational Program Directors, and individuals in other delegated leadership roles within the Department.
- 3.1.6.1.8. Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff and to ensure adherence.
 - 3.1.6.1.8.1. Maintains a file of current syllabi, as described in the Administrative Regulations, for each course currently taught by each Residential and Adjunct Faculty member.
- 3.1.6.2. Delegable duties. The Chair may delegate the following duties:
 - 3.1.6.2.1. Plan, manage, and oversee the Department/Division class schedule
 - 3.1.6.2.1.1. Prepares class schedules in cooperation with individuals in the appropriate department faculty leadership roles.
 - 3.1.6.2.2. Recruit, review and provide final approval for the selection of Adjunct Faculty
 - 3.1.6.2.2.1. Informs Adjunct Faculty of teaching qualifications and/or certification requirements and responsibilities.
 - 3.1.6.2.3. Participate as a representative for the Department/Division
 - 3.1.6.2.3.1. Assists and offers support to advisory committees.
 - 3.1.6.2.3.2. Prepares and edits Department catalog materials.
 - 3.1.6.2.3.3. Attends meetings and conferences as deemed appropriate and/or required.
 - 3.1.6.2.3.4. Serves on College and District committees.
 - 3.1.6.2.3.5. Serves as a liaison coordinating Department and community activities and projects as related to the teaching disciplines.
 - 3.1.6.2.4. Supervise and support Residential and Adjunct Faculty
 - 3.1.6.2.4.1. Encourages professional growth.
 - 3.1.6.2.4.2. Works with Faculty to develop a selection process for textbooks and related materials as outlined in Department Charters.
 - 3.1.6.2.4.3. Recommends the revision, deletion, and addition of courses for the Department.
 - 3.1.6.2.4.4. Works with advisory committees in the development of new curricula.
 - 3.1.6.2.4.5. Fosters a mentoring process for Faculty, as appropriate.
 - 3.1.6.2.5. Chair Residential Faculty position search committees
 - 3.1.6.2.6. Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement

3.1.6.2.6.1. Process for First Year Probationary Faculty

- 3.1.6.2.6.1.1. 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.
- 3.1.6.2.6.1.2. 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.
- 3.1.6.2.6.1.3. 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.
- 3.1.6.2.6.1.4. 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.
- 3.1.6.2.6.1.5. 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.
- 3.1.6.2.6.1.6. 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.
- 3.1.6.2.6.1.7. Serves as an invited consultant to the PARc team for all PAR Faculty within the Department.

3.1.6.2.6.2. Process for Probationary Faculty Years 2-5

- 3.1.6.2.6.2.1. Conducts Chair Classroom Evaluations according to the established timeline for each academic year.
- 3.1.6.2.6.2.2. 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.
- 3.1.6.2.6.2.3. 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.
- 3.1.6.2.6.2.4. Administers Student Evaluation Forms per FA 17.1.2.1.4RFP 3.6.2.1.4. for at least one (1) course each year.
- 3.1.6.2.6.2.5. Serves as an invited consultant to the PARc team for all PAR Faculty within the Department.

3.1.6.3. Evaluate Adjunct Faculty

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

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

3.1.6.5. Supervisory duties including evening and summer supervision

- 3.1.6.5.1. Develops and administers Department student advisement.
- 3.1.6.5.2. Develops and administers a procedure for use of substitutes in the Department.
- 3.1.6.5.3. Verifies Faculty and Staff accountability, as referenced in the FA, including

Faculty Agreement Sections 5.1 and 5.2.

3.1.6.6. Supervises and evaluates Department Programs.

3.1.6.7. Evaluate dual enrollment faculty

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

3.1.6.8.1. Coordinate completion of required program reports (e.g., program reviews)

3.1.6.8.2. Plan, manage, and oversee the occupational program schedule

3.2. Selection of Department Chair

3.2.1. Term of Office for Department Chair

3.2.1.1. Each term shall be for three (3) consecutive years.

3.2.1.2. 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.

3.2.1.3. The new term shall begin July 1 following the election of the Chair-elect.

3.2.2. Conditions for Elections

3.2.2.1. 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.

3.2.2.1.1. When a Department Chair will have served for three full consecutive conventional academic years by July 1.

3.2.2.1.2. When a removal or recall of a Department Chair is successfully completed as outlined in the Faculty Agreement Section 7.2.13.

3.2.2.1.3. When a Department Chair is unable to complete the term.

3.2.2.1.4. When a Department Chair retires from Residential status.

3.2.2.1.5. When an interim Department Chair completes the term.

3.2.3. 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.

3.2.3.1. The VPAA or designee will notify the members of the Department by the Friday before Finals Week of Fall Semester that an election for the position of Department Chair will occur according to processes outlined in the College Plan.

3.2.3.2. Notification will be made by the end of Finals Week of the Fall Semester, to inform all members, including those on leave or sabbatical, of those departments in which an election is due, and shall call for self-nominations of individuals willing to run for election according to College Plan 3.2.6.

3.2.3.3. If the election is delayed, the Residential Faculty members of the Department will be so notified and the reason given. All notifications will be copied to the Faculty Senate President.

3.2.3.4. Each Department will hold an open meeting to discuss candidates for Chair between the consideration(s) for self-nominations and the election date. For timelines for first and second considerations see 3.2.6. 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.

3.2.3.5. 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.

3.2.3.6. 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.

3.2.4. Eligible Voters

3.2.4.1. All Residential Faculty members in the Department except OYOs and OSOs. 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.

3.2.4.2. 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.

3.2.4.3. 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.

3.2.5. Non-Eligible Voters

3.2.5.1. 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.

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

3.2.6. Self-Nomination

3.2.6.1. First Consideration

3.2.6.1.1. 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.

3.2.6.1.2. If the VPAA or college academic officer 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:

3.2.6.1.2.1. 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 or college academic officer must inform the candidate that the VPAA or college academic officer cannot accept the candidate if they were elected. The notification to the non-accepted candidate shall include the reason(s) for non-acceptance.

3.2.6.1.2.2. 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.

3.2.6.1.2.2.1. 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.

3.2.6.1.2.2.2. Within five (5) working days, the review must convene. A meeting via

videoconference is allowed.

3.2.6.1.2.2.3. 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..

3.2.6.2. Second Consideration

3.2.6.2.1. 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 or college academic officer, 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.

3.2.6.2.1.1. If there are no candidates for the position of Department Chair upon completion of the process outlined in section 3.2.6.1, 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 in section 3.2.6.2.1 may apply for the position.

3.2.6.2.1.2. Residential Faculty, eligible for second consideration, 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 end of the fifth (5th) working day from the date of the notification from the VPAA or college academic officer outlined in 3.2.6.2.1.1.

3.2.6.2.2. If the VPAA or college academic officer 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:

3.2.6.2.2.1. Within four (4) working days of receipt of the self-nomination form, the VPAA or college academic officer must inform the candidate that the VPAA or college academic officer cannot accept the candidate if they were elected. The notification to the non-accepted candidate shall include the reason(s) for the non-acceptance.

3.2.6.2.2.2. If the non-accepted candidate(s) wish(es), an appeal to a standing committee for review ~~shall~~ 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.

3.2.6.2.2.2.1. 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.

3.2.6.2.2.2.2. Within five (5) working days, the review must convene. A meeting via videoconference is allowed.

3.2.6.3. 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

3.2.7. Ballots

3.2.7.1. Ballots, which may be electronic, will be distributed to eligible voters by the Office of the VPAA, during the first full week of April.

3.2.7.2. Voting will take place in a secure and confidential manner during the first full week of April.

3.2.7.3. The VPAA, in conjunction with the appropriate Instructional Dean and the President of the Faculty Senate (or designee), will verify the election results.

3.2.7.4. 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.

3.2.7.5. In case of a tie, the VPAA will cast a deciding ballot subsequent to collaborating with the appropriate Dean of Instruction and the Faculty Senate President.

3.2.8. Results

3.2.8.1. The result of the balloting constitutes a recommendation to the VPAA.

3.2.8.2. This recommendation is then submitted by the VPAA to the College President. The College President may then accept or reject the recommendation.

3.2.8.2.1. If the College President rejects the recommendation, the College President will convene a group that includes the College President, the VPAA, 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.

3.2.8.3. The VPAA 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.

3.2.9. Chair Absence

3.2.9.1. 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.

3.2.9.2. If the Department Faculty members decide by consensus not to elect an interim, the Department Chair shall appoint an acting Chair. If the Department decides to elect an interim Chair, the Department will follow the Selection process as outlined in the College Plan.

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

3.2.9.3.1. They may choose to elect a new Chair to complete the remainder of the absent Chair's term; or

3.2.9.3.2. Elect an interim Chair to serve during the Chair's absence.

3.3. Evaluation of the Department Chair

3.3.1. Introduction

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 or designee, and a neutral third party) and the Faculty and Staff of the Department.

3.3.2. Guidelines for Process to Evaluate the Department Chair

3.3.2.1. Priority for completing Chair evaluations by March 1st will be given to those departments who are up for a chair election in the current year.

3.3.2.2. 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.

3.3.2.3. 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.

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

4. Assistant Department Chair

4.1. Introduction

4.1.1. The Assistant Department Chair assists and collaborates with Department Chairs. The Assistant Department Chair may also collaborate with Occupational Program Directors and Evening Supervisors as it relates to the Assistant Department Chair's responsibilities. The responsibilities of this position shall neither overlap nor be inconsistent with the responsibilities of FA-established leadership positions.

4.1.2. The Department Chair will, at his/her discretion, establish the need for an Assistant Department Chair.

4.2. Position Definition

The Assistant Department Chair will provide academic support, facilitate operational processes, and respond to the needs of the students and Faculty at designated College location(s). The Assistant Department Chair may support multiple disciplines. Supervision of residential faculty at the designated College location(s) resides with the Department Chair, as described in the FA and College Plan. Department Chairs should consult with Assistant Department Chairs on actions related to residential faculty at the location when appropriate.

4.3. Qualifications

An Assistant Department Chair must be a Residential Faculty member who is certified to teach in one of the disciplines of the Department(s) they serve and whose class schedule is primarily at the designated College location.

4.4. Reassigned Time and Compensation

4.4.1. An Assistant Department Chair's 15 hour teaching assignment load will be reassigned based upon the number of FTTE at the College location in each Department/division, adjusted as of the forty-fifth (45th) day of the current fall semester. The number of FTTE in the Department/division will be determined by dividing the total teaching load for Faculty in the Department/division by fifteen (15) and rounding up to the nearest whole number.

4 FTTE or more = 3 hours per semester

2-3 FTTE = 1.5 hours per semester

1-2 FTTE = 0.75 hours per semester

4.4.2. In addition to 4.4.1, compensation for Assistant Chairs will include all the following.

4.4.2.1. Compensation for supervising adjunct faculty will be determined by using the current fall data for the number of day adjuncts and will be one-half percent (1/2%) of the schedule base for each day adjunct faculty within the department(s) at the college location per academic year. Adjuncts supervised by multiple supervisors or teaching at multiple MCC campuses in a single given semester will be calculated as half an adjunct faculty member.

Per Semester Pay = ([Number of Fall Day Adjunct Faculty] x [0.0025] x [Schedule Base Salary])

4.4.2.2. Compensation for supervising staff within the department(s) at the college location will be one-half percent (1/2%) of the schedule base for each staff member within the department(s) per academic year. Two half-time staff members equal one full-time staff member.

Per Semester Pay = ([Number of Supervised Staff] x [0.0025] x [Schedule Base Salary])

4.4.2.3. Compensation for supporting day sections will be calculated at two-tenths (0.2) load hour per semester with concurrent sections calculated as a single section for all day sections, (greater than or equal to one load hour) above 15 sections, not including the sections taught by the assistant chair at the college location. Concurrent sections are defined as different class sections taught in the same room at the same time by the same instructor.

Per Semester Pay = [Number of Sections Per Semester] x [0.2] x [Current Adjunct Rate]

4.4.3. If approved by the Department Chair(s) in consultation with the appropriate Administrator(s), Assistant Department Chairs may receive remuneration for up to twenty (20) hours of work the week prior to the start of Fall Faculty accountability at the rate specified in the RFP1.6.

4.5. Reporting Structure

The Assistant Department Chair reports to the Department Chair.

4.6. Job Goals

- 4.6.1. Provides leadership and supports Faculty and Students at the designated College location(s).
- 4.6.2. Collaborates, assists, and supports the Department Chair(s),
- 4.6.3. Collaborates with Occupational Program Directors and Evening Supervisors of the Department(s) at designated College location(s).
- 4.6.4. Promotes on-going improvement of academic and operational processes at their College location(s).

4.7. Selection of Assistant Department Chair

- 4.7.1. Assistant Department Chairs will be selected by the appropriate Department Chair(s) after consultation with Residential Faculty in the Department(s) at the involved College location.
- 4.7.2. Assistant Department Chairs will serve for a three-year term but may serve multiple terms.

4.8. Assistant Department Chair Absence

- 4.8.1. When a sitting Assistant Department Chair is absent from the position for twelve (12) months or less, the Department Chair(s) may appoint an interim Assistant Department Chair to serve during the absence.
- 4.8.2. When a sitting Assistant Department Chair is absent for more than twelve (12) months, the Department Chair(s) will implement the selection process.

4.9. Performance Responsibilities

The Assistant Department Chair is responsible for collaborating with, assisting and supporting the Department Chair(s). The Assistant Department Chair will perform the following responsibilities as appropriate and relevant to the departments they represent.

- 4.9.1. Assists with department planning and review primarily at the college location.
- 4.9.2. Assists with budgeting as it pertains to the assigned College location.
- 4.9.3. Assists with the design, development and implementation of curriculum agreed upon by the department faculty at the College location.
- 4.9.4. Collaborates with Occupational Program Directors and Evening Supervisors as it relates to the Assistant Chair's responsibilities including the selection of instructional materials and supplies.
- 4.9.5. Represents the Department(s), Department(s) Faculty, and Students.

- 4.9.6. Oversees the operation of the designated classrooms, laboratories, and studios, including maintenance of furnishings and equipment.
- 4.9.7. Coordinates with College support services as required.
- 4.9.8. Participates in meetings and conferences that will benefit the Department(s) and/or the College.
- 4.9.9. 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.
- 4.9.10. 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 their primary College location.
- 4.9.11. Assists in resolving student complaints, in compliance with College processes, as detailed in the FA and current College catalog.
- 4.9.12. Approves petty cash requests, course overrides, key allocations, and the purchases of supplies at their designated College location.
- 4.9.13. Facilitates day-to-day operational processes that need to be addressed at the appropriate College location.
- 4.9.14. Recommends capital, building, and grounds expenditures to the Department Chair and/or appropriate administrator.
- 4.9.15. Assists with department related events at the College location.
- 4.9.16. Coordinates with College advisors in the advisement of students at the appropriate College location.
- 4.9.17. Assists the Department Chair and/or campus senior leadership to build and maintain programs in partnership with other institutions. Maintains line of communication with Department Chair, Occupational Program Directors and Evening Supervisors as appropriate.

4.10. Annual Review

The objective of the review with the Department Chair(s) is to provide constructive, professional feedback and mentoring to help the Assistant Department Chair become a more effective leader.

5. Occupational Program Director

5.1. Introduction

Occupational Program Directors, as defined by the FA, are those Faculty members who are responsible for coordinating approved occupational programs and who may receive remuneration or reassigned time as determined by the College President or designee.

5.2. Program Definition

Organized educational activities that offer a sequence of courses that provide individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions; provides technical skills proficiency, an industry--recognized credential, a certificate, or an associate degree; and may include prerequisite courses that meet the requirements of this subparagraph; and include competency--based applied learning that contributes to the academic knowledge, higher--order reasoning and problem--solving skills, work attitudes, general employability skills, technical skills, and occupation--specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual. ("Carl D. Perkins," 2006, p.1).

5.3. Qualifications

An Occupational Program Director must be an appointive or probationary Residential Faculty member who is certified to teach in the discipline of the occupational program and is officially assigned to the Department or campus where the program is offered.

5.4. Reporting Structure

Department Chair or appropriate administrative official

5.4.1. Job Goals

- 5.4.1.1. Exhibits leadership in establishing academic priorities and managing the approved occupational program(s) within his or her control.
- 5.4.1.2. Advocates for and represents the Faculty and students within the approved occupational program.
- 5.4.1.3. Promotes on-going improvement.
- 5.4.1.4. Motivates Faculty and encourages professional development and innovation.
- 5.4.1.5. Works collaboratively with the Administration to further the College Mission, Vision, and Values.
- 5.4.1.6. Promotes student success.

5.5. Performance Responsibilities

The Occupational Program Director has the authority in and is responsible for planning and review, budgeting, personnel, curriculum, and administrative functions of the Occupational Program in collaboration with the Department Chair.

5.5.1. Administrative

- 5.5.1.1. Conducts meetings related to the Occupational Program.
- 5.5.1.2. Engages in problem-solving at the Occupational Program level.
- 5.5.1.3. Represents the Occupational Program, the Occupational Program's Faculty, and students.
- 5.5.1.4. Coordinates the selection of instructional materials and supplies for the Occupational Program.
- 5.5.1.5. Oversees the operation of the Occupational Program's classrooms, laboratories, and studios, including maintenance of furnishings and equipment; and selects the software and software configuration of the lab computers.
- 5.5.1.6. Coordinates with College Support Services as required.
- 5.5.1.7. Coordinates internships, independent study experiences, service learning, and cooperative learning experiences as applicable within the Occupational Program.
- 5.5.1.8. Participates in local/state/national meetings, conferences, and leadership training that will benefit the Occupational Program.
- 5.5.1.9. Coordinates maintenance of Occupational Program records.
- 5.5.1.10. Creates and maintains community partnerships.
- 5.5.1.11. Maintains line of communication with Department Chair or direct supervisor.
- 5.5.1.12. Coordinates schedule of classes for the Occupational Program with the Department Chair.
- 5.5.1.13. Develops, recommends, and processes curriculum modifications for the Occupational

Program.

- 5.5.1.14. Coordinates other offerings that pertain to the Occupational Program.
- 5.5.1.15. Coordinates with College advisers in the advisement of students within the Occupational Program.
- 5.5.1.16. Promotes articulation with other institutions.
- 5.5.1.17. Develops and updates marketing materials for the Occupational Program.

5.5.2. Planning and Review

- 5.5.2.1. Leads the strategic planning process.
- 5.5.2.2. Organizes and participates in Advisory Committee meetings.
- 5.5.2.3. Coordinates completion of any regulatory agency reports as applicable.
- 5.5.2.4. Leads the Program Review efforts and prepares program review reports on a regular basis.
- 5.5.2.5. Coordinates accreditation and/or certification self-studies, and site visits as applicable.

5.5.3. Budgeting

- 5.5.3.1. Recommends and, upon approval, verifies course fees.
- 5.5.3.2. Manages Program financial accounts as appropriate.
- 5.5.3.3. Makes capital and building and grounds recommendations.
- 5.5.3.4. Initiates requests for funds required for certifications and accreditation.

5.5.4. Personnel

- 5.5.4.1. Manages and supervises Occupational Program personnel.
- 5.5.4.2. Coordinates the use of substitutes in the program.
- 5.5.4.3. Recruits, interviews, hiring, schedules teaching assignments, mentors, supervises, communicates with, and evaluates Adjunct Faculty.
- 5.5.4.4. Recommends and coordinates hiring of Residential Faculty.
- 5.5.4.5. Encourages professional growth.
- 5.5.4.6. Verifies Faculty load for Residential and Adjunct Faculty who are under the supervision of the Occupational Program Director.

5.6. Selection of Occupational Program Director

- 5.6.1. Occupational Program Directors serve a three consecutive year term. The candidate(s) may self-nominate by sending written notification to the Department Chair(s). Self-nominations must be received by the Department Chair(s) by the second Friday in April.

5.6.2. Eligible Voters

- 5.6.2.1. All Residential Faculty members in an Occupational Program who teach 50% or more of their teaching load in that Occupational Program except OYOs and OSOs.
- 5.6.2.2. Any Residential Faculty members in an Occupational Program that accept an “acting” administration or management position or any position outside his or her Occupational Program in an “acting” capacity shall retain voting rights in the program for one year from the start date of said position.
- 5.6.2.3. Any Residential Faculty member currently in an approved absence status (e.g., sabbatical, medical, etc.) may vote and self-nominate by submitting a self-nomination email to the Chair. Voting will take place in a secure and confidential manner within the prescribed timelines, as outlined in the College Plan.

5.6.2.4. The teaching load of the Faculty member determines the Occupational Program where the Faculty votes, unless the load is 50/50 for the year. If the teaching load is 50/50, the person votes in the Occupational Program of hire. The Department Chair will notify and permit the inclusion of the vote of Faculty members on leave.

5.6.3. **Non-Eligible Voters**

5.6.3.1. Any Residential Faculty member who continues beyond the one year in an “acting” capacity in the original position or any position that does not answer to the Department Chair directly, will not be eligible to vote in that program for the remainder of his or her “acting” tenure.

5.6.4. **Ballots**

5.6.4.1. Ballots, which may be electronic, will be distributed to eligible voters by the Office of the VPAA, within two (2) weeks of the close of the self-nomination process.

5.6.4.2. Voting will take place in a secure and confidential manner within the prescribed timelines, as outlined herein.

5.6.4.3. The VPAA, in conjunction with the appropriate Department Chair and the President of the Faculty Senate (or designee), will verify the election results.

5.6.4.4. 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.

5.6.4.5. In case of a tie, the Chair will cast a deciding ballot unless they are an eligible voter in which case the appropriate Instructional Dean will cast the deciding vote.

5.6.5. **Results**

5.6.5.1. The result of the balloting constitutes a recommendation to the Instructional Dean.

5.6.5.2. This recommendation is then submitted by the Department Chair to the Instructional Dean and VPAA.

5.6.5.3. The Chair will notify all candidates of the election results prior to the results being made public. The numerical results of the election will be available to any candidate at his or her request.

5.6.6. **Occupational Program Director Absence**

5.6.6.1. When a sitting Occupational Program Director is absent from the Director position for twelve (12) months or less, or if no eligible voter self nominates, the Department Chair may appoint an interim Occupational Program Director to serve during the absence. The interim Occupational Program Director may be OYO or OSO but the appointment is limited to the term of their faculty contract (one year or one semester). If the position remains vacant due to no self-nominations, then the Department Chair will continue the appointment process each academic year, until which time a candidate self- identifies. If there is no qualified candidate, the Department Chair may serve as Occupational Program Director.

5.6.6.2. When a sitting Occupational Program Director is absent for more than twelve (12) months, the Chair will implement the election process.

5.7. **Evaluation of the Occupational Program Director**

Each Occupational Program Director shall be evaluated in the spring of each year in a manner prescribed by the VPAA and Department Chair. A copy of the form to be used will be posted on the MCC Faculty Senate website. The form may be distributed in electronic form (i.e. as a survey) provided that confidentiality of the evaluator is maintained.

The objective of the evaluation is to provide constructive, professional feedback to help the Occupational Program Director become an even more effective leader of the occupational program.

6. Evening Supervisor

6.1. Role of the Evening Supervisor

The Evening Supervisor plays a vital role in establishing consistency between the day and evening programs.

6.2. Title

Evening Supervisor

6.3. Qualifications

The Evening Supervisor must be a Residential Faculty member with knowledge in the discipline of the evening program. It is preferred that this Residential Faculty member be housed at the campus at which the evening program is offered.

6.4. Reporting Structure

Appropriate Department Chair

6.5. Selection Process

Evening Supervisors will be appointed by the appropriate Department Chair.

6.6. Performance Responsibilities

The Evening Supervisor has the authority in all matters related to adjunct Faculty teaching within the particular evening program being supervised in collaboration of the Department Chair or OPD, as appropriate.

- 6.6.1. Recommends Adjunct Faculty employment for the evening program.
- 6.6.2. Assigns Adjunct Faculty to teach evening sections.
- 6.6.3. Facilitates employment procedures/paperwork for Adjunct Faculty teaching in the evening program.
- 6.6.4. Routinely communicates with Adjunct Faculty teaching in the evening program. It is expected that some of this communication will occur face to face on the campus at which the Adjunct Faculty member(s) teach. It is further expected that Evening Supervisors will be present and available at the campus where the evening program being supervised is housed during the evenings of the first week of each semester.
- 6.6.5. Evaluates Adjunct Faculty teaching in the evening program.
- 6.6.6. Informs Adjunct Faculty teaching within the evening program of certification requirements and responsibilities.
- 6.6.7. Develops and administers a procedure for use of substitutes in the evening program.
- 6.6.8. Verifies accountability of Adjunct Faculty teaching within the evening program. (Examples include, but are not limited to: verifying that evening program class syllabi are turned in, verifying that forty-fifth (45th) day class rosters are submitted by evening program adjunct Faculty to the appropriate Department Chair, etc.)
- 6.6.9. Assists Students and Faculty with issues that arise during their Supervision.

7. College Faculty Staffing

7.1. Residential Faculty Staffing Process

The College Faculty Staffing Advisory Committee (CFSAC), being an FA committee, will advise the College President in matters of Faculty Staffing.

The CFSAC does not make any recommendations concerning OYO/OSO positions. If a Department is in need of an OYO/OSO, this request should be made according to College Plan Section 7.2.

7.1.1. Process Timeline

- 7.1.1.1. In the spring semester, Department Chairs discuss with their Department faculty staffing needs.
- 7.1.1.2. Starting in the spring semester, Department Chairs begin filling out a Faculty Position Request Form for each Faculty request.
 - 7.1.1.2.1. 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.
- 7.1.1.3. During the fall semester, no more than ten (10) working days after Beginning of Term Data is available from the Office of Institutional Effectiveness, all Faculty Position Requests are due.
- 7.1.1.4. Instructional Deans fill out a Dean Advocacy Form which includes a ranking of all requests under their supervision within five (5) working days after Faculty Position Requests are due.
- 7.1.1.5. 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.
- 7.1.1.6. The College President or designee produces an approved residential line hire list no later than thirty (30) days after the forty-fifth (45th) day of fall semester.
 - 7.1.1.6.1. The College President in consultation with the Vice President of Administrative Services and the Faculty Senate President or designee determines the number of positions that the College will offer for the next academic year.
 - 7.1.1.6.2. A Shared Governance group is convened by the Vice President of Academic Affairs. The group includes, but is not limited to the:
 - 7.1.1.6.2.1. Vice President of Academic Affairs
 - 7.1.1.6.2.2. Instructional Deans
 - 7.1.1.6.2.3. Faculty Senate President
 - 7.1.1.6.2.4. DCA Chair
 - 7.1.1.6.2.5. Chair of the College Faculty Staffing Advisory Committee
- 7.1.1.7. This group will devise a final ranked list for Faculty hiring.
- 7.1.1.8. The top positions up to the number of positions being offered by the College will proceed to the hiring process.

7.1.2. Faculty Position Request Evaluation Criteria

- 7.1.2.1. The primary criteria used by the College Faculty Staffing Advisory Committee when evaluating Faculty Position Requests are defined in Article 1 Definitions of the Faculty Agreement
- 7.1.2.2. The College Faculty Staffing Advisory Committee may employ, but is not limited to, the following criteria in its deliberations (not ranked by importance):

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

7.2. OYO/OSO Staffing

Conditions under which an OYO/OSO may be granted by the College are covered in FA 10.3.12.

7.2.1. OYO/OSO Request Process

7.2.1.1. OYO/OSO requests for the beginning of an academic year.

- 7.2.1.1.1. Department Chairs send an OYO/OSO request to the appropriate Instructional Dean in writing by the first Friday in March. If the Department Chair requested a Residential Faculty for the same position and submitted a Position Request Form according to the process in College Plan section 7.1.1.2, that request form may be used in lieu of the OYO/OSO Request form.
- 7.2.1.1.2. The OYO/OSO Request Form should include the following information:
 - 7.2.1.1.2.1. Request type (OYO or OSO).
 - 7.2.1.1.2.2. Name of Department and Program making the request.
 - 7.2.1.1.2.3. Name of Department Chair.
 - 7.2.1.1.2.4. Faculty Position description.
 - 7.2.1.1.2.5. Clause of the FA the OYO/OSO will be granted under.
 - 7.2.1.1.2.5.1. If requesting under FA 10.3.12.1, the name of the Faculty member on sabbatical or leave and if FPG funds were requested.
 - 7.2.1.1.2.5.2. If requesting under FA 10.3.12.3, the name of the Faculty member retiring/separating and separation date.
 - 7.2.1.1.2.6. Justification of need for OYO/OSO.
- 7.2.1.1.3. All OYO/OSO requests are ranked by a Shared Governance body that includes, but is not limited to the:
 - 7.2.1.1.3.1. Vice President of Academic Affairs or designee
 - 7.2.1.1.3.2. Instructional Deans
 - 7.2.1.1.3.3. Faculty Senate President or designee

- 7.2.1.1.3.4. DCA Chair or designee
- 7.2.1.1.3.5. Chair of the College Faculty Staffing Advisory Committee
- 7.2.1.1.4. OYO/OSOs will be granted according to the ranked list contingent upon available funding.
- 7.2.1.1.5. A search will be conducted according to current HR policy and the OYO/OSO will start during the following academic year.

7.2.1.2. OYO/OSO requests outside the normal staffing request cycle (Emergency OYO/OSO).

- 7.2.1.2.1. Department Chair sends an OYO/OSO Request Form to the appropriate Instructional Dean in writing.
- 7.2.1.2.2. The OYO/OSO Request Form should include the same information as covered in College Plan section 7.2.1.1.2.
- 7.2.1.2.3. The Vice President of Academic Affairs will consider the request and forward decisions to the President's Cabinet. The President's Cabinet will render a final decision upon the request after consulting with the Faculty Senate President, as per FA.
- 7.2.1.2.4. OYO/OSOs may be granted contingent upon available funding and if not in violation of the FA.

8. Department Reorganization

8.1. Initial Steps for Department Reorganization

- 8.1.1. 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. No modification in Department structure may be initiated by any party between April 1 and September 1.
- 8.1.2. A Department reorganization committee hereinafter referred to as the committee, will be created. The committee will consist of the Instructional Deans that supervise the affected Departments, 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 representation from each Department on the committee.
- 8.1.3. The committee will schedule meeting(s) to discuss and collaboratively develop the reorganization proposal, hereafter referred to as the proposal.
- 8.1.4. The VPAA will inform the College President and the Shared Governance Council of the intent of the Department(s) to reorganize or not.

8.2. Departmental Reorganization Proposal

The committee will collaboratively develop a proposal using the following guidelines:

8.2.1. Rationale for Proposal

- 8.2.1.1. 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; and how specified grouping(s) of Faculty and teaching disciplines will operate as a separate Department(s). (see Department(s) Snapshot below for suggested informational items)
- 8.2.1.2. Sufficient number of Residential Faculty in each of the proposed Departments. ("sufficient number" is based on justification such as; student success, best practices, programmatic needs and rules or guidelines of external governing / licensing agencies if applicable.)

8.2.2. Impact on College Budget created in collaboration with the Vice President of Administrative Services or designee

8.2.2.1. The documentation of the budget impact will include the following budget considerations as outlined in the FA:

- 8.2.2.1.1. Remuneration of Faculty supervisors (eg. Department Chair, OPDs, etc.)
- 8.2.2.1.2. Administrative reassigned time
- 8.2.2.1.3. Personnel (i.e. clerical support, lab techs, Adjuncts, PSA etc.)
- 8.2.2.1.4. Summer Extended Contract Hours as Related to Department FTTE
- 8.2.2.1.5. Evening/Weekend Supervisor(s)

8.2.3. Resource Allocation

8.2.3.1. 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.

8.2.4. Department(s) Snapshot created in collaboration with the Office of the Institutional Effectiveness

8.2.4.1. The proposal may include a Departmental fact sheet addressing data including but not limited to:

- 8.2.4.1.1. Direct reports (e.g. Residential Faculty, adjunct Faculty including dual enrollment, and PSA)
- 8.2.4.1.2. Evening supervisors
- 8.2.4.1.3. FTSE
- 8.2.4.1.4. Total number of evaluations per semester
- 8.2.4.1.5. Total number of sections currently offered per semester by Department(s)
- 8.2.4.1.6. Number of disciplines in current Department(s)
- 8.2.4.1.7. Ratio of voting representation at leadership meetings
- 8.2.4.1.8. Revised Organizational Chart

8.2.5. Department Charter

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

8.2.6. The VPAA will provide feedback to the committee based on discussions with the College President.

8.2.7. 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.

8.2.8. 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).

8.2.8.1. Faculty are eligible to vote if their primary assignment is in an affected Department.

8.2.8.2. The vote will be administered by the Office of the VPAA.

8.2.8.3. The ballots, which may be electronic, will be counted by the VPAA, the appropriate Instructional Deans and the Faculty Senate President.

8.2.9. If approved by vote, the VPAA and appropriate Instructional Deans shall submit the proposal and their recommendations in regard to the proposal to the College President in writing within 14 business days. Official notification of the submission of the proposal and copies of the proposal will be provided

to Faculty Senate, the Department Chair Association, the President's Cabinet and the Shared Governance Council at this time.

8.3. Approval Process

By April 1, the College President will respond to the proposal by informing the VPAA, the appropriate Instructional Deans and the Department Chair(s) in one of the following three ways:

8.3.1. Approval of the Proposal

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

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

8.3.1.2.1. 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.

8.3.1.2.2. The newly approved Department(s) must hold Department Chair elections pursuant to the MCC College Plan 3.2. Selection of Department Chair by the last business day of the first week of May.

8.3.1.2.3. Creation or Revision of Department Charters

8.3.1.2.3.1. 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.

8.3.1.2.3.2. 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.

8.3.1.2.3.3. Department charters must be approved by the department no later than the Friday of accountability in the Fall Semester.

8.3.2. Approval of the Proposal Contingent Upon Revisions

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

8.3.2.2. The College President will respond to the revised proposal by the last day of accountability of the spring semester and the affected Department(s) will work to do the following:

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

8.3.2.2.2. 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.

8.3.2.2.3. The newly approved Department(s) must hold Department Chair elections pursuant to the MCC College Plan 3.2. Selection of Department Chair.

8.3.2.2.4. Creation or Revision of Department Charters will follow the process agreed to in section 8.2.5.1. and outlined in section 8.3.1.2.3 of the College Plan.

8.3.3. Rejection of the Proposal

8.3.3.1. 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.

8.3.3.2. The affected Department(s) should consider the College President's response in future reorganization proposals.

8.3.3.3. Department(s) may start the reorganization process at any time provided they follow the MCC College Plan.

8.3.3.4. Division(s) that deferred Department Chair elections pending the outcome of a proposal must hold Department Chair elections pursuant to the MCC College Plan 3.2. Selection of Department Chair.

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. Process for Variance

9.1.1. 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.

9.1.1.1. 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.

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

9.1.1.2.1. The Faculty Senate shall review the reasons for the disapproval by the College President.

9.1.1.2.2. 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.

9.1.1.2.3. Any further appeal shall be in accordance with the provisions of the FA.

9.1.2. 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.

10. Compensation for Departmental Delegated Duties Review

10.1. 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.

10.2. The review process will begin in the Spring 2022 semester and will be conducted every Spring for the first 3 years and then every 5 years thereafter.

11. Amend the College Plan

11.1. Proposing Changes

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

Senate.

11.2. Process for Change

- 11.2.1. 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.
- 11.2.2. 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.
- 11.2.3. The approved changes will be presented to the College President via the Faculty Senate President for final approval.
- 11.2.4. 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.
- 11.2.5. All agreed upon changes take effect at the start of the next academic year (beginning of fall Semester accountability).
- 11.2.6. The College Plan shall undergo periodic review at least once in every five (5) years.

11.3. Clerical Adjustments/Language Clean-up

- 11.3.1. Minor clerical adjustments, such as correction of grammatical errors, updates of section numbers referencing the Residential Faculty Policies, updates to align with changes to the Residential Faculty Policies or clarification of terminology shall be made (by the College Senate, in consultation with the College President) in order to maintain the currency of this College Plan.
- 11.3.2. All changes subject to this section must be non-substantive in nature and designed simply to keep the College Plan current, accurate and unambiguous.
- 11.3.3. Should a proposed "clerical" change not be agreed by both the College President and the Faculty Senate President to be subject to Section 10.3 of this College Plan, the change will be subject to the process outlined in College Plan 10.2.
- 11.3.4. 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.
- 11.3.5. 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, Occupational Program Directors, and Evening 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 February 3, 2022 and was then submitted to the President of Mesa Community College for their approval, signature, and date as indicated below:



Dr. Liz Csikár, Faculty Senate President, Mesa
Community College 2020-2022

Date: 5/4/2022



Dr. Lori Berquam, College President, Mesa Community
College

Date: 5/4/2022

APPENDIX A – MOU

FACULTY LEADERSHIP ROLE DEFINITIONS

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 to those roles (e.g. “Duties may include, but are not limited to...” and “...in addition to any duties and responsibilities articulated in the department charter:”).

The compensation for instructional roles relating to music, theater, dance, and athletics is outlined in the Faculty Agreement section 10.4.13., 10.4.14., 10.4.15. As such, they are not considered part of department chair duties that may be delegated and are therefore not part of this document.

[NOTE: OPDs and Assistant Chairs are already defined in the College Plan.]

Evening Supervisors

The following is additional language not already included under the Evening Supervision section in the current College Plan but was included in the 2017-2018 RFP.

Evening Supervisors provide supervision during the evening program. Each department will determine the process by which evening supervisors are selected as outlined in their department charter.

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. Specific duties will be outlined in the department charter.

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/Division Chair, Occupational Program Director, or appropriate 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 and posted.

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/Division Chair.

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/Division Chair. It is not expected that supervisors will be on campus every week.

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.

Summer Supervisors

The necessity for summer supervision in addition to that provided by the Department/Division Chair summer extended hours contract will be determined by the VPAA, or designee, in consultation with the

Department/Division Chair, and if appropriate, the Occupational Program Director. Summer supervisors provide supervision during the summer session. Each department will determine the process by which summer supervisors are selected as outlined in their department charter.

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. Specific duties will be outlined in the department charter.

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/Division Chair, Occupational Program Director, 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 and posted.

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/Division Chair.

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/Division Chair. It is not expected that supervisors will be on campus every week.

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.

Academic Program Director

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

- Oversee academic program
- Coordinate completion of required program reports
- 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)

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
- 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)

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
- 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

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

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 taught by Adjunct Faculty
- Recruit, mentor, and evaluate qualified Adjunct Faculty for a particular course
- Plan, manage, and oversee the course schedule for a particular course

Clinical/Internship Coordinator

Each Clinical/Internship 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 activities in coordination with the Chair or designee
- Coordinate, monitor, and assign clinical care/internship 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 coordination

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.

Dual Enrollment Evaluator

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

APPENDIX B – [Department Charters](#)