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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 Chairpersons, Assistant Department Chairs, Occupational Program Directors (OPDs), and Evening Supervisors. The College Plan also safeguards the individual rights of all concerned. The College Plan is consistent with the Residential Faculty Policies (RFP).

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

2.2.2.1.3. 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 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 meeting 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 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.

3. Department Chairperson

3.1. Department Chairperson Job Description

3.1.1. Introduction

Department Chairs are Residential Faculty, as defined by the RFP, 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 Chairperson

3.1.3. Qualifications

Residential appointive Faculty of the Department as defined in the RFP. A variance according to
College Plan 9. Variances from the College Plan must be obtained if a Department wants to elect a probationary Faculty as Department Chair.

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 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. Conducts Department Business

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

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

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

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

3.1.6.1.5. Engages in problem-solving at the Department level.

3.1.6.1.6. Works to resolve Faculty and Student conflicts.

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

3.1.6.1.8. Prepares class schedules in cooperation with the appropriate OPD, and Evening Supervisor.

3.1.6.1.9. Develops and administers Department student advisement.

3.1.6.1.10. Submits and/or processes reports as required.

3.1.6.1.11. Prepares and edits Department catalog materials.

3.1.6.1.12. Appoints the evening and summer supervisor.

3.1.6.1.13. Supervises any Occupational Program Directors within the Department.

3.1.6.1.14. Oversees the Department student work-study and temporary employees.

3.1.6.1.15. Assists and offers support to advisory committees.

3.1.6.2. Administers Department Personnel Staffing

3.1.6.2.1. Submits requests for Residential Faculty positions to the College Staffing Advisory Committee.
3.1.6.2.2. Requests and recommends the hiring of Staff.
3.1.6.2.3. Coordinates employment processes and procedures
3.1.6.2.4. Supervises and evaluates Department Faculty and Staff, as appropriate
3.1.6.2.5. Recommends retention or dismissal of Department Faculty and Staff, as referenced in the RFP.
3.1.6.2.6. Informs Adjunct Faculty of teaching qualifications and/or certification requirements and responsibilities.
3.1.6.2.7. Develops and administers a procedure for use of substitutes in the Department.
3.1.6.2.8. With the Faculty member, in consultation with the appropriate Administrator, determines assignments with the final approval of the College President, as referenced verbatim in the RFP.
3.1.6.2.9. Verifies Faculty and Staff accountability, as referenced in the RFP, including Appendix H.

3.1.6.3. Coordinates and Facilitates the Improvement of Instruction
3.1.6.3.1. Supervises and evaluates Department Programs.
3.1.6.3.2. Works with Faculty to develop a selection process for textbooks and related materials.
3.1.6.3.3. Recommends the revision, deletion, and addition of courses for the Department.
3.1.6.3.4. Works with advisory committees in the development of new curricula.
3.1.6.3.5. Fosters a mentoring process for Faculty, as appropriate.
3.1.6.3.6. Encourages professional growth.
3.1.6.3.7. Maintains a file of current syllabi, as described in the Faculty Handbook, for each course currently taught by each Residential and Adjunct Faculty member.

3.1.6.4. Supports the PAR/PARc process for Probationary Faculty.
3.1.6.4.1. Process for First Year Probationary Faculty
3.1.6.4.1.1. 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.
3.1.6.4.1.2. Provides a copy of the Department Chair Classroom Evaluation Tool to probationary Faculty and schedule a classroom visit. A follow up discussion to the classroom visit is recommended as a best practice.
3.1.6.4.1.3. 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.
3.1.6.4.1.3.1. In the event a Chair 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.
3.1.6.4.1.4. Administers Student Evaluation Forms per RFP 3.6.2.1.4 for at least one (1) course each semester.
3.1.6.4.1.5. 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.
3.1.6.4.1.6. Serves as an invited consultant to the PARc team for all PAR Faculty within the Department.

3.1.6.4.2. Process for Probationary Faculty Years 2-5

3.1.6.4.2.1. Conducts Chair Classroom Evaluations according to the established timeline for each academic year.

3.1.6.4.2.2. 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.

3.1.6.4.2.2.1. In the event a Chair 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.

3.1.6.4.2.3. Administers Student Evaluation Forms per RFP 3.6.2.1.4. for at least one (1) course each year.

3.1.6.4.2.4. Serves as an invited consultant to the PARc team for all PAR Faculty within the Department.

3.1.6.5. Facilitates Department – Administrative – Community Relations

3.1.6.5.1. Attends meetings and conferences as deemed appropriate and/or required.

3.1.6.5.2. Serves on College and District committees.

3.1.6.5.3. Serves as a liaison coordinating Department and community activities and projects as related to the teaching disciplines.

3.2. Selection of Department Chairperson

3.2.1. Term of Office for Department Chairperson

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 his or her designee shall declare to the appropriate Instructional Dean and to the Residential Faculty of the Department that the position of Department Chairperson is vacant. If a designee is appointed, the Faculty of the Department will be notified.

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

3.2.2.1.2. When receipt of a recall petition is signed by three-fourths (3/4) (75%) of the members of a department. (Rounding will be a round down.)

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

3.2.2.1.4. When a Department Chairperson retires from Residential status.

3.2.2.1.5. When an interim Department Chairperson completes the term.

3.2.3. Notification and Timeline for the Election Process for Department Chairperson

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 during the week of accountability for spring term that an election for the position of Department Chairperson will occur according to processes outlined in the College Plan.

3.2.3.2. Notification will be made by the first Monday of February, 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 first call 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.

3.2.3.5. In the event of no self-nominees, the VPAA shall issue a second call for self-nominees on the third Monday in February. Nominations shall be due by the last Friday in February.

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

3.2.3.7. 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. A Residential Faculty department member may become a candidate for the position of Department Chairperson by submitting a self-nominating email to the VPAA’s office by the second Friday in February.

3.2.6.2. If the VPAA feels that he or she cannot accept the candidate if he or she were elected, the VPAA must so state to the candidate in accordance with the following timetable:

3.2.6.2.1. Within four (4) working days of receipt of the self-nomination form, the VPAA must
inform the candidate that the VPAA cannot accept the candidate if he or she were elected.

3.2.6.2.2. Within three (3) working days of being informed of non-acceptance of his or her self-nomination, the Faculty member may request that the VPAA advise him or her of the reason(s) for non-acceptance.

3.2.6.2.3. If the non-acceptable candidate(s) wish(es), an appeal to a standing committee for review shall be made so that a recommendation to the President of the College can be made.

3.2.6.2.3.1. The review committee will be composed of the appropriate Instructional Dean, the President of the Faculty Senate or designee, and the Chairperson of the Department Chair Association or designee.

3.2.6.2.3.1.1. Within seven (7) working days, the review must convene.

3.2.6.2.3.1.2. If a consensus has not been reached within three (3) working days from the initial convening of the review committee, the non-acceptable candidate can further appeal in accordance with the provisions of the RFP.

3.2.6.2.4. The process referenced herein will be completed prior to the Chairperson 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. Chairperson Absence

3.2.9.1. When a sitting Chairperson is absent from the Chairperson position for twelve (12) months or less, the Department Faculty members may decide by consensus to elect an interim Chairperson to serve during the Chairperson’s absence.
3.2.9.2. If the Department Faculty members decide by consensus not to elect an interim, the Department Chairperson shall appoint an acting Chairperson. If the Department decides to elect an interim Chairperson, the Department will follow the Selection process as outlined in the College Plan.

3.2.9.3. When a sitting Chairperson 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 Chairperson to complete the remainder of the absent Chairperson’s term; or

3.2.9.3.2. Elect an interim Chairperson to serve during the Chairperson’s absence.

3.3. Evaluation of the Department Chairperson

3.3.1. Introduction

As referenced in the RFP, each Department Chairperson shall be evaluated in the spring of each year in a manner prescribed by the VPAA. Additionally, each Department Chairperson shall be evaluated annually by the Faculty members in the Department.

The goal of the evaluation of the Department Chairperson is to provide constructive, professional feedback to the Chairperson to help him or her 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 Chairperson, the VPAA or designee, and a neutral third party) and the Residential Faculty of the Department.

3.3.2. Guidelines for Process to Evaluate the Department Chairperson

3.3.2.1. By February 15 of each year, the VPAA (or designee) will contact the member of each Department to notify them of the Chairperson Evaluation. The forms to be used in the evaluation of the Department Chairperson will be distributed to all Residential Faculty members in the Department by February 15. A copy of the form to be used is contained in Appendix A of this document. The form may be distributed in electronic form (i.e. as a survey) provided that confidentiality of the evaluator is maintained.

3.3.2.2. 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 Chairperson.

3.3.2.3. The department chair evaluation operational process will be reviewed and revised in summer 2016 by a designated committee. Topics of discussion will include but will not be limited to a neutral third party added to the evaluation team, a summary report of the evaluation drafted by the team, a facilitated department meeting to review the summary report, and/or an improvement plan. The operationalization of this process shall be completed by August 1, 2016 and submitted to the Faculty Senate President and College President for approval and inclusion in the College Plan by MOU. Additionally, a revised draft of Appendix A shall be completed by August 1, 2016, and reviewed and approved by the VPAA and DCA by November 1, 2016 for inclusion in the College Plan.

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 collaborates with and assists Department Chairs, Occupational Program Directors and Evening Supervisors with their performance responsibilities. The position of Assistant Department Chair is not currently defined in the
RFP. The responsibilities of this position shall neither overlap nor be inconsistent with the responsibilities of RFP-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.

4.3. Qualifications

An Assistant Department Chair must be an appointive or probationary Residential Faculty member who is certified to teach in one of the disciplines of the Department(s) he/she serves and whose Faculty position is designated to that College location.

4.4. Remuneration

4.4.1. Administrative load reduction will be determined by the number of FTTE 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. Compensation for supervising Adjunct Faculty and Staff will be determined by using the current fall data for the number of Adjuncts and Staff and will be one-half percent (1/2%) of the schedule base for each day Adjunct Faculty within the Department(s) and each full-time Staff member or equivalent supervised by the Assistant Department Chair. Pay for part-time Staff who are supervised and evaluated by the Assistant Department Chair shall be prorated (e.g., two half-time Staff members equal one full-time Staff member).

4.4.3. 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.

4.4.4. Assistant Department Chairs receiving reassigned time of three hours or more will not teach on an overload basis during the day program. Exceptions, based on exigency, will be recommended by the Department Chair(s) and can be individually authorized by the VPAA.

4.4.5. If approved by the Department Chair(s) in consultation with the appropriate Administrator, 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 RFP 1.6.

4.5. Reporting Structure

The Assistant Department Chair reports to the Department Chair(s).

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), Occupational Program Directors and Evening Supervisors of the Department(s) at designated College location(s).

4.6.3. 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. Assistant Department Chairs will serve for a three-year term.

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 Chairperson(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), Occupational Program Directors, and Evening Supervisors for planning and review, budgeting, personnel, curriculum, and administrative functions of Departmental responsibilities at the designated College location(s).

4.9.1. Maintains line of communication with Department Chairperson, Occupational Program Directors and Evening Supervisors as appropriate.

4.9.2. Represents the Department(s), Department(s) Faculty, and Students.

4.9.3. Coordinates with the Department Chair(s) and/or Occupational Program Directors, in the selection of instructional materials and supplies.

4.9.4. Oversees the operation of the designated classrooms, laboratories, and studios, including maintenance of furnishings and equipment.

4.9.5. Coordinates with College support services as required.

4.9.6. Participates in meetings and conferences that will benefit the Department(s) and/or the College location as prescribed by the Department Chair(s).

4.9.7. Creates and maintains community partnerships.

4.9.8. Collaborates with the Department Chair(s) and/or Occupational Program Director(s) in the development of the schedule of classes and teaching assignments.

4.9.9. 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.

4.9.10. Assists in resolving student complaints, in compliance with College processes, as detailed in the RFP and current College catalog.

4.9.11. Approves petty cash vouchers, course overrides, key allocations, and the purchases of supplies at his or her designated College location.

4.9.12. Facilitates day-to-day operational processes that need to be addressed at the appropriate College location.

4.9.13. Recommends capital and building and grounds expenditures the Department Chair or appropriate Vice President.

4.9.14. Coordinates other offerings that pertain to the appropriate College location.

4.9.15. Coordinates with College advisors in the advisement of students at the appropriate College location.

4.9.16. Promotes partnerships with other institutions.

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 RFP, 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 Chairperson.

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 Chairperson or direct supervisor.

5.5.1.12. Coordinates schedule of classes for the Occupational Program with the Department Chairperson.

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 Chairperson(s). Self-nominations must be received by the Department Chairperson(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 Chairperson. 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 Chairperson 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 Chairperson 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 he or she is 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 Chairperson to the Instructional Dean and VPAA.

5.6.5.3. The Chairperson 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 Chairperson 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 Chairperson will continue the appointment process each academic year, until which time a candidate self-identifies. If there is no qualified candidate, the Department Chairperson 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 Chairperson will implement the election process.

5.7. Evaluation of the Occupational Program Director

According to the RFP, each Occupational Program Director shall be evaluated in the spring of each year in a manner prescribed by the VPAA. A copy of the form to be used is contained in Appendix C of this document. 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 him or her 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 Chairperson

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 Chairperson or
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 Chairperson, 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 Staffing Advisory Committee (CSAC), being an RFP committee, will advise the College President in matters of Faculty Staffing.

The CSAC 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’s 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 CSAC, 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 CSAC 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 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 Staffing Advisory Committee when evaluating Faculty Position Requests are defined in the RFP Sections 1.2 and 5.2.

7.1.2.2. The College 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 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 is covered in RFP 4.12.

7.2.1. OYO/OSO Request Process

7.2.1.1. OYO/OSO requests for 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 RFP the OYO/OSO will be granted under.
    7.2.1.1.2.5.1. If requesting under RFP 4.12.1.1, 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 RFP 4.12.1.3, 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 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 RFP.
7.2.1.2.4. OYO/OSOs may be granted contingent upon available funding and if not in violation of the RFP.

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 RFP:

8.2.2.1.1. Remuneration of Faculty supervisors (ex. Department Chairperson, 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. The VPAA will provide feedback to the committee based on discussions with the College President.

8.2.6. 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.

8.2.7. 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 (⅗) majority vote of the Faculty of the affected Department(s).

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

8.2.8. 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 Chairperson(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 RFP 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 Chairperson(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 Chairperson elections pursuant to the MCC College Plan 3.2. Selection of Department Chairperson by the last business day of the first week of May.

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 RFP and MCC College Plan.

8.3.2.2.2. During transition the current Departmental structure still applies. The current Department Chairperson(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 Chairperson elections pursuant to the MCC College Plan 3.2. Selection of Department Chairperson.

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 chairperson elections pending the outcome of a proposal must hold Department Chairperson elections pursuant to the MCC College Plan 3.2. Selection of Department Chairperson.

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 RFP.

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 RFP.

10. Amend the College Plan

10.1. Proposing Changes
10.1.1. Any College employee may present a proposal for change to the College Plan to the Faculty Senate.

10.2. Process for Change

10.2.1. 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 and three (3) additional Faculty Senators chosen by the Faculty Senate President.

10.2.2. A two-thirds (⅔) majority vote of the Faculty Senate is needed for a proposed change in the College Plan to be approved.

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

10.2.4. Any changes in the College Plan do not go into effect until both the College President and a two-thirds (⅔) 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.

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

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

10.3. Clerical Adjustments/Language Clean-up

10.3.1. 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.

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

10.3.3. 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.

10.3.4. 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.

10.3.5. Notice of any such changes shall be presented to the College President and the Faculty Senate whenever they occur.
APPENDIX A
DEPARTMENT CHAIRPERSON EVALUATION FORM
Appendix A

MESA COMMUNITY COLLEGE DEPARTMENT CHAIRPERSON EVALUATION FORM

EVALUATION WILL BE CONFIDENTIAL. (Please complete by ______.) Seal in an envelope and deliver to the appropriate administrator.

<table>
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<tr>
<th>Chairperson’s Name</th>
<th>Department</th>
<th>Date</th>
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Rating Key:

1. Outstanding
2. Good
3. Satisfactory
4. Fair
5. Unsatisfactory
6. Not Applicable

Please place an “X” in the appropriate box and briefly give your comments. If desired, on the performance of this Chairperson in the following areas:

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<tr>
<th>A. Departmental Business</th>
<th>1</th>
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<td>1. Development of a Departmental strategic plan</td>
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<td>2. Managing the Departmental budget</td>
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<td>3. Problem-solving within the Department</td>
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<td>4. Resolving Faculty and student conflicts</td>
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<td>5. Scheduling and conducting Department meetings</td>
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<td>6. Scheduling classes</td>
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<td>7. Managing Department and student advising</td>
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<td>8. Supervising Departmental equipment</td>
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<td>9. Serving as an advocate for the Department</td>
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<td>10. Representing all Departmental disciplines equally</td>
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23 College Plan
# MESA COMMUNITY COLLEGE DEPARTMENT CHAIRPERSON EVALUATION FORM

## B. Departmental Personnel Staffing

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<th>Comments</th>
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<tbody>
<tr>
<td>1.</td>
<td>Recommending Faculty and Staff employment</td>
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<td>2.</td>
<td>Supervising workers</td>
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<td>3.</td>
<td>Coordinating District hiring</td>
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<td>4.</td>
<td>Supervising and evaluating Departmental Faculty and Staff</td>
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<td>5.</td>
<td>Administering the use of substitutes</td>
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<td>6.</td>
<td>Verifying Faculty and Staff attendance</td>
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<td>7.</td>
<td>Orienting new Departmental Faculty</td>
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<td>8.</td>
<td>Rewarding Faculty and Staff contributions</td>
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<td>9.</td>
<td>Keeping Departmental Faculty and Staff informed</td>
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<td>10.</td>
<td>Maintaining Departmental morale</td>
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<td>11.</td>
<td>Promoting diversity in hiring</td>
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## C. Improvement of Instruction

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<th>Comments</th>
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<tbody>
<tr>
<td>1.</td>
<td>Supervising Departmental programs</td>
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<td>2.</td>
<td>Managing textbook selection</td>
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<td>3.</td>
<td>Managing curriculum changes</td>
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<td>4.</td>
<td>Working with advisory committees</td>
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<td>5.</td>
<td>Mentoring new Faculty</td>
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<td>6.</td>
<td>Encouraging professional growth</td>
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<tr>
<td>7.</td>
<td>Encouraging good teaching in the Department</td>
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<td></td>
<td>Supports the PAR/PARc process for Probationary Faculty</td>
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<tr>
<td>1</td>
<td>Confirming Probationary Faculty are aware of the expectation to select potential mentor(s)</td>
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<td>2</td>
<td>Conducting classroom evaluations according to appropriate timeline</td>
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<td>3</td>
<td>Administering student evaluations of Probationary Faculty</td>
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<td>4</td>
<td>Ensuring the teaching schedule for the 1st year Probationary Faculty allows New Faculty Experience (NFE) meeting attendance</td>
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</tbody>
</table>
MESA COMMUNITY COLLEGE DEPARTMENT CHAIRPERSON EVALUATION FORM

1. What do you see as the role for the Department Chairperson? How do you think the Chairperson is doing in this capacity?

2. In what areas do you think the Chairperson is doing exceptionally well?

3. In what areas would you like to see a change and/or improvement?

4. What suggestions do you have for the Chairperson to be more effective?
APPENDIX B

MESA COMMUNITY COLLEGE OCCUPATIONAL PROGRAM DIRECTOR EVALUATION FORM

EVALUATION WILL BE CONFIDENTIAL. (Please complete by______. ) Seal in an envelope and deliver to the appropriate Department Chairperson.

<table>
<thead>
<tr>
<th>Program Director’s Name</th>
<th>Program</th>
<th>Date</th>
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</table>

Rating Key:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Outstanding</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Fair</td>
<td>Unsatisfactory</td>
<td>Not Applicable</td>
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</tbody>
</table>

Please place an “X” in the appropriate box and briefly give your comments, if desired, on the performance of this Occupational Program Director in the following areas:

<table>
<thead>
<tr>
<th>A. Administrative</th>
<th>1</th>
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<th>5</th>
<th>6</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1. Representing the program and the program’s students and Faculty</td>
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<td>2. Communicating adequately with Chairperson or direct supervisor</td>
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<td>3. Problem-solving within the program; resolving Faculty and student conflicts</td>
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<td>4. Coordinating with College Support Services as needed</td>
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<td>5. Scheduling and conducting program meetings</td>
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<td>6. Coordinating schedule of classes</td>
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<td>7. Coordinating other offerings that pertain to the program</td>
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<td>8. Coordinating student advising</td>
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<td>9. Supervising program facilities and equipment</td>
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<td>10. Coordinating selection of instructional materials &amp; supplies</td>
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<td>11. Participating in meetings and/or conferences that benefit program</td>
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<td>12. Maintaining program records</td>
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<td>13. Coordinating internships, independent studies, service learning, and cooperative learning experiences, as applicable</td>
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<td>14. Developing and maintaining program marketing materials</td>
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</table>
15. Developing, recommending, and processing curriculum modifications

16. Promoting articulation with other institutions

17. Creating and maintaining community partnerships

B. Planning and Review

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<th>Comments</th>
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<tbody>
<tr>
<td>1.</td>
<td>Leading the strategic planning process</td>
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<tr>
<td>2.</td>
<td>Organizing and participating in program Advisory Committee meetings</td>
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<tr>
<td>3.</td>
<td>Leading Program Review efforts and preparing Program Review reports on a regular basis</td>
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<td>4.</td>
<td>Coordinating completion of any regulatory agency reports as applicable</td>
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<td>5.</td>
<td>Coordinating accreditation and/or certification self-studies and site visits as applicable</td>
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C. Budgeting

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<tbody>
<tr>
<td>1.</td>
<td>Recommending and verifying course fees</td>
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<td>2.</td>
<td>Managing program financial accounts as appropriate</td>
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<td>3.</td>
<td>Making capital and building &amp; grounds recommendations</td>
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<td>4.</td>
<td>Initiating requests for funds required for certifications and accreditation</td>
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D. Personnel

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<tbody>
<tr>
<td>1.</td>
<td>Managing and supervising program personnel</td>
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<td>2.</td>
<td>Recruiting, interviewing, hiring, scheduling, mentoring, supervising, communicating with, and evaluating Adjunct Faculty</td>
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<td>3.</td>
<td>Recommending and coordinating hiring of Residential Faculty</td>
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<td>4.</td>
<td>Encouraging professional growth</td>
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<td>5.</td>
<td>Verifying Faculty load for Residential and Adjunct Faculty who are under the supervision of the OPD</td>
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</table>
MESA COMMUNITY COLLEGE OCCUPATIONAL PROGRAM DIRECTOR EVALUATION FORM

1. What do you see as the role of the Occupational Program Director? How do you think the Occupational Program Director is performing in this capacity?

2. In what areas do you think the Occupational Program Director is doing exceptionally well?

3. In what areas would you like to see a change and/or improvement?

4. What suggestions do you have for the Occupational Program Director to be more effective?
As per Appendix D of the Maricopa Community Colleges' *2015-2016 Residential Faculty Policies*, 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 May 5, 2016 and was then submitted to the President of Mesa Community College for his approval, signature, and date as indicated below:

Robert Soza, Faculty Senate President, Mesa Community College 2014-2016  
Date 5-5-16

Dr. Shouan Pan, College President, Mesa Community College  
Date 5-6-16