



SCOTTSDALE COMMUNITY COLLEGE

Division/Department/Occupational Program

COLLEGE GOVERNANCE PLAN

Spring 2012

STATEMENT OF PURPOSE

This document provides a description of the academic structures at Scottsdale Community College in compliance with the provisions of the Residential Faculty Policies. The academic structures are intended to promote high academic standards, provide a commitment to instructional excellence, stimulate instructional innovation, contribute to student development, and facilitate a collegial working environment. The faculty intends that chairpersons serve as instructional leaders, responsible for coordinating efforts to make sound academic decisions and to ensure that educational and service goals of the college are met. Chairpersons and faculty have the responsibility of promoting active faculty involvement in governance and of providing the opportunity for the development of new leadership. Faculty and administration are committed to the principles of joint governance at Scottsdale Community College.

Historically at Scottsdale Community College, both the faculty and administration have agreed to a division and department organizational structure. (See appendix 1) This College Governance Plan was negotiated by representatives of the Faculty Senate and the administration in accordance with appendix D, of the current Residential Faculty Policies.

A division is the organizational unit of the college composed of faculty from one or more disciplines and/or departments. The purpose of a division is to coordinate instructional programs and to meet the educational need of students. It is led by a faculty member who is elected by division faculty to serve as division chair. The division chair is responsible for the educational program of the division.

SECTION I.

ORGANIZATION

A division may be flexible in selecting an organizational structure. It may include any one or more of the following:

- A. Department: Four or more residential faculty teaching within a discipline or related area may request to form a department in accordance with the process for modification in division structure. The department chair will be elected by the residential faculty within the department.
- B. Evening Program: The residential faculty of a division will adopt a plan for an evening educational program, and for electing evening chair(s).
- C. Occupational Program: Divisions with occupational education programs may choose to have designated occupational program directors for any or all of the individual occupational programs.
- D. Summer Program: In order to provide for supervision of the summer day and evening sessions, the division chair in consultation with the evening chair, and the day department chair(s) will designate summer coordinator(s). Scheduling of classes and hiring of summer faculty will be the immediate responsibility of the evening chair. Scheduling should be done in accordance with the R.F.P. Policy.

SECTION II.

MODIFICATIONS IN DIVISION STRUCTURE

A proposed modification within a division may be initiated by the Vice President of Academic Affairs or Vice President of Occupational Education or other appropriate dean, the division/department chair, or a faculty member of the division. Any modification involving the formation, combination, expansion, dissolution or title of a division(s) must be proposed in writing. The initiator of the change must concurrently notify the following individuals: Vice President of Academic Affairs, Vice President of Occupational Education, and/or other appropriate dean, Faculty Senate President, affected division/department chairs and affected faculty members. No modification in division structure may be initiated by any party between April 1 and September 1.

Within fifteen (15) working days of the notification of proposed modification in division structure, the Faculty Senate President will convene the Faculty Senate for the purpose of reviewing the proposed modification in division structure. The Faculty Senate President will be responsible for notifying all individuals affected by the proposed change in division structure of the date, time and place of the Faculty Senate meeting. All individuals affected by the proposed modification in division structure will be given an opportunity to speak at the Faculty Senate meeting. After all involved individuals have had

the opportunity to speak; the members of the Faculty Senate will vote their approval or disapproval of the proposed modification of division structure. Approval will require two-thirds majority of the Senators present. Senate action must come within 20 working days after the notification of proposed modification.

Within five (5) working days of the Senate meeting(s) and vote, the Faculty Senate President will notify, in writing, (or by email), all affected parties as well as meet with the College President and submit in writing, (or by email), the recommendation of the Faculty Senate regarding the proposed modification in division structure. Within five (5) working days of receiving the recommendation from the Faculty Senate, the college President will render a decision approving or disapproving the proposed modification in division structure and will notify the Faculty Senate President of that decision. The Faculty Senate President will then notify all parties involved of the college President's decision.

Creation of a new department or proposed modification to an existing department will follow the same procedures as those of modification of a division.

SECTION III.

SELECTION AND RETENTION OF CHAIRPERSONS, OCCUPATIONAL DIRECTORS AND SUMMER COORDINATORS

- A. Division elections shall be on a staggered basis according to the following rotation:
1. Social/Behavioral Sciences; Health, Physical Education, Recreation and Dance; Counseling (election spring 2012, spring 2015)
 2. Science and Mathematics; Business and Computer Information Systems; Hospitality, Tourism & Culinary Arts; Library (election spring 2013, spring 2016)
 3. Fine Arts; English, World Languages, and Journalism; Applied Sciences; and Health Sciences (election spring 2014, spring 2017)
- B. All division residential faculty, (including those on sabbatical and special leave) who have completed no less than two consecutive full semesters as residential faculty at SCC are eligible to be a candidate for the chair positions. Every third year, between March 1 and April 1, the Vice President of Academic Affairs or Vice President of Occupational Education, shall provide all eligible faculty under their purview, an opportunity to declare an interest in the chairperson position, by circulating a self-nomination form which contains the terms of eligibility, job description, and estimated remuneration (including stipend, reassigned time, secretarial support and summer hours) based on the current year's actual amounts.
- C. The sequence of election shall be the division chair, day department chair(s), and the evening chair(s). The election process for each is described below:

D. The Election Process

The Vice President of Academic Affairs or Vice President of Occupational Education shall prepare and distribute a ballot to the division residential faculty. For the purpose of voting in these elections, specially funded, OYO, and OSO faculty are excluded.

The ballot will include the names of those who have declared their interest in the position. (In the event that a faculty member is not present to mark a ballot, a Fax, email or a phone call to the Vice President of Academic Affairs or Vice President of Occupational Education, will be an acceptable means of voting). After the ballots are marked, they shall be returned to the office of the Vice President of Academic Affairs or Vice President of Occupational Education where the Vice President (or his/her designate) and the President of the faculty organization (or his/her designate) will tally the ballots. The name of the person receiving the greatest number of votes will be forwarded to the President of the college for his/her approval.

In the event of a tie, a new ballot will be prepared with only those tied names and processed as above. If a tie occurs on the second ballot, the Vice President of Academic Affairs or Vice President of Occupational Education shall make the selection from those tied.

Unless notified by the Vice President of Academic Affairs or Vice President of Occupational Education, in accordance with the procedures specified below, prior to April 15, the division/department chairperson's tenure will automatically be extended for the following academic year, except that this provision will not apply during the third year of the chairperson's tenure.

Newly elected chairs will assume the position July 1.

E. Mid-term Vacancy

The position of division/department chairperson may become vacant before the end of the regular term in the following ways:

1. The incumbent chairperson may resign for personal or other reasons. Such reasons will be stated in writing to the Vice President of Academic Affairs or Vice President of Occupational Education, who will take action on the request to resign.
2. Prior to March 31, a two-thirds majority of the division/ department residential faculty may petition the Vice President of Academic Affairs or Vice President of Occupational Education, for replacement of the chairperson. Upon receipt of the petition, the Vice President of Academic Affairs or Vice President of Occupational Education will notify the chairperson prior to April 15 that the division/department has petitioned to terminate the chairperson's tenure at the end of the current academic year. A new election, using the normal procedures, will be held prior to the end of the academic year in question. Except in extreme cases or when the office becomes vacant, change in the chairperson will be made effective only at the end of the academic year.

Whenever a vacancy in the position of division/department chairperson occurs before the end of the three-year period, the newly elected chairperson will complete the three year term in accordance with the election rotation plan.

Any situation not covered by the above statements related to the selection and retention of division/department chairpersons, including immediate removal of division/department chairpersons, shall be resolved by a hearing of a committee composed of the Vice President of Academic Affairs or Vice President of Occupational Education, the President of the faculty organization, and immediate past President of the faculty organization.

F. Occupational Program Director

Occupational program directors shall be selected by the Vice President of Occupational Education and the division chair. The length of such an appointment shall be at the discretion of the selectors.

G. Summer Coordinator

In order to provide for supervision of the summer program, the division chair in consultation with the evening chair, and the day department chair(s) will designate the summer coordinator(s).

SECTION IV.

REMUNERATION, LOAD REDUCTION & RELATED PROVISIONS

A. Division Chairperson

1. The division chairperson's base stipend, payment for residential faculty member supervision is as defined in the Residential Faculty Policies or R.F.P, appendix D.
2. Load reduction for division chairs with departments is as defined in appendix 2. Load reduction for division chairs without departments shall be a minimum of six (6) hours per year. (For Service Faculty see Section IV part A, 7.)
3. Division chairpersons who have adjunct faculty within the division shall receive remuneration according to R.F.P., appendix D with the sole exception that in divisions with departments, only the department chairperson will receive the 1/2 percent of the base allowed for adjunct faculty.
4. Division chairpersons who directly supervise full-time P.S.A. and/or M.A.T personnel shall receive remuneration according to R.F.P., appendix D. In the event that full-time P.S.A. and/or M.A.T. personnel are supervised by both a division and department chair, the

remuneration shall be allocated as mutually agreed, with approval of the Vice President of Academic Affairs or Vice President of Occupational Education.

5. Load reduction is intended to provide time for the duties of the chairperson and should not be converted to the cash equivalent. Department/Division chairpersons will not teach on an overload basis during the day program. Total permissible load is the sum of teaching load and all reassigned time and this sum may not exceed 32 load hours per academic year during the day program. Exceptions, based on exigency, can be individually authorized by the appropriate Vice President.
6. Division chair remuneration, load reduction, clerical support and summer extended contract hours will be determined by the number of F.T.T.E. in each department/division of the previous semester, adjusted as of the 45th day of the current fall semester. (See appendix 2)
7. Division chairpersons shall receive 50% of the available summer extended contract hours as defined in the R.F.P., based on the number of F.T.T.E. in each department within the division (except in divisions without departments where the division chairperson will receive 100% of the available summer extended contract hours.) Summer extended contract hours are to be utilized to perform duties related to the school year. (See appendix 3)
8. Since chairpersons of service divisions must be away from their duties as service faculty, load reduction (or reassigned time) for division chairs who are service faculty, will be 224 clock hours per academic year. Arrangements will be made to provide coverage during this reassigned time.

B. Department Chairpersons

1. The department chairperson's base stipend, payment for residential faculty member supervision are as defined in the Residential Faculty Policies and load reduction, are as defined in appendix 4 of this document.
2. Department chairpersons who directly supervise full-time P.S.A. and/or M.A.T. personnel and who have adjunct faculty within the division shall receive remuneration according to R.F.P., appendix D.
3. Load reduction is intended to provide time for the duties of the chairperson and should not be converted to the cash equivalent. Department chairpersons will not teach on an overload basis during the day program. Total permissible load is the sum of teaching load and all reassigned time and this sum may not exceed 32 load hours per academic year during the day program. Exceptions, based on exigency, can be individually authorized by the appropriate vice president.

4. Department chair remuneration for load reduction, clerical support and summer extended contract hours will be determined by the number of F.T.T.E in each department, adjusted as of the 45th day of the current fall semester. (See appendix 2).
5. Department chairpersons shall receive 50% of the available summer extended contract hours as defined in the R.F.P. based on the number of F.T.T.E. in each department. (See appendix 3)

C. Evening Division/Department Chair

1. Fall evening, spring evening and summer (day and evening) shall be treated as three (3) separate semesters. The amount of pay, for fall evening and spring evening scheduling of classes, is at the extended rate x 0.2 load hours per section, not to exceed 30 sections per semester, as specified in R.F.P.
2. The amount of pay, for the summer (day and evening) schedule, is at the extended contract rate x 0.1 load hours per section, not to exceed 45 sections per semester. This pay is for scheduling of classes only and separate from summer coordinator pay.

D. Summer Coordinator

The amount of pay is at the extended contract rate x 0.1 load hours per section, not to exceed 45 sections per session. A separate pay figure shall be computed for the day and evening sessions.

E. Occupational Program Director

Occupational program directors may be granted one (1) to six (6) load hours of reassigned time per year. The amount of reassigned time warranted is determined by the Vice President of Occupational Education and the division chairperson through review of the approved activity evaluation sheet.

F. Dual Enrollment Supervision and Evaluation

Faculty who serve as supervisors and/or evaluators of dual enrollment courses shall receive remuneration according to R.F.P., appendix C.

- F. When responsibilities are allocated or shared among R.F.P. faculty within the division, remuneration or load reduction shall be allocated as mutually agreed with approval of the Vice President of Academic Affairs or Vice President of Occupational Education.

SECTION V.

JOB DESCRIPTIONS

A. Division Chairperson for Divisions with Departments

1. Curriculum

- a. Coordinates the preparation of the class schedule for the division.
- b. Evaluates new program requests and modifications of existing programs and courses, provides feedback to the initiator, as requested by division faculty.
- c. Represents division faculty interests on the College Curriculum Committee or selects designee.
- d. Records, reviews and analyzes impact of Instructional Council / Articulation Task Force decisions on division faculty.
- e. Records and reviews proposals for special projects offered for credit.
- f. Records and reviews proposals for non-credit course offerings.
- g. Consults with the administration and division faculty on curriculum and course matters.
- h. Coordinates the articulation of division disciplines with secondary schools and institutions of higher education.
- i. Assures the establishment of a means for reviewing course outlines in terms of course curriculum, and filing of syllabi by division faculty.
- j. Coordinates divisional student outcomes assessment plan and is responsible for the annual Student Learning Outcomes Assessment report of the division for the Vice President of Academic Affairs or Vice President of Occupational Education.

2. Personnel

- a. Recommends to the Vice President of Academic Affairs or Vice President of Occupational Education the employment of residential faculty-for the division.
- b. Assures that the evaluation of division residential and adjunct faculty is conducted as outlined in the R.F.P. and the Adjunct Faculty Handbook.
- c. Interprets college and district policies and procedures to the division faculty and staff.
- d. Interprets college and district philosophy and objectives to division faculty and staff.

- e. Oversees the assignment of student employees within the division.
- f. Oversees the supervision and evaluation of classified personnel assigned to the division.
- g. Mediates personality and philosophical conflicts at the division level.
- h. Participates in the informal resolution of conflicts between students and division faculty.
- i. Confers with the day and evening department chairs and program directors on the teaching assignments of division faculty.
- j. Oversees residential faculty college non-teaching assignment responsibility.

3. Planning and Budgeting

- a. Initiates the development of the division operational budgetary cycle and department and special program budgets and recommends those budgets to the appropriate vice president.
- b. Manages the division budget and monitors department and program budgets.
- c. Initiates the capital budget cycle. Assists the department chairs and program directors in capital planning. Submits program, department and division capital budgets to administration.
- d. Monitors and oversees process for replenishment of division equipment and supplies.
- e. Works in collaboration with division faculty for unit improvement plans (UIP) and other long-range planning.

4. General Administrative Items

- a. Recommends to the Vice President of Academic Affairs or Vice President of Occupational Education all facility needs and modifications necessary to the functioning of the division.
- b. Processes required reports (eg: personnel absence reports).
- c. Coordinates the development and maintains an inventory of division catalog materials.
- d. Collaborates with the department chair to coordinate the selection and ordering of textbooks for the division.
- e. Collaborates with department chair and program directors in coordination of advisory committees.
- f. Attends division chairperson meetings as scheduled by the Vice President of Academic Affairs.

- g. Assists the Administration during the first week of instruction in the coordination of normal first week activities, i.e., room changes, last minute instructor no-shows, aiding students, etc.
- h. Initiates schedule changes and submits them to the Vice President of Academic Affairs or Vice President of Occupational Education.
- i. Each division chair shall be evaluated in the spring of each year in a manner prescribed by the appropriate Vice President. The evaluation shall include a review of the current year as well as planning parameters for the following year. Additionally, each division chair shall be evaluated annually by the faculty members in the division.
- j. Evaluates performance of department chairs.
- k. Assumes a responsibility for keeping faculty and staff informed about college and district matters.

B. Division Chairperson for Divisions without Departments

1. Curriculum

- a. Prepares the class schedule for the division.
- b. Evaluates new program requests and modifications of existing programs as requested by division faculty.
- c. Serves on the appropriate instructional councils or selects designee.
- d. Develops and evaluates proposals for special projects offered for credit.
- e. Acts as consultant to the administration and division faculty on curriculum and course matters.
- f. Coordinates/promotes the articulation of division disciplines with secondary schools and institutions of higher education.
- g. Coordinates the development of course objectives and outlines by division faculty.
- h. Maintains a file of current syllabi for all instructors in all classes.
- i. Coordinates divisional student outcomes assessment plan and is responsible for the preparation of the annual student learning outcomes assessment report for the Vice President of Academic Affairs or Vice President of Occupational Education.

2. Personnel

- a. Recommends to the Vice President of Academic Affairs or Vice President of Occupational Education the employment of residential and adjunct faculty for the division.
- b. Participates in the evaluation of division faculty as outlined in the R.F.P. and the Adjunct Faculty Handbook.
- c. Interprets college and district policies and procedures to the division faculty and staff.
- d. Interprets college and district philosophy and objectives to division faculty and staff.
- e. Assumes a responsibility for keeping faculty and staff informed about college and district matters.
- f. Assigns and supervises student employees within the division.
- g. Recommends to the appropriate administrator the employment of any classified personnel for the division.
- h. Supervises and evaluates classified personnel assigned to the division.
- i. Mediates personality and philosophical conflicts within the division.
- j. Participates in the informal resolution of conflicts between students and division faculty.
- k. Initiates the teaching assignments of division faculty.

3. Planning and Budgeting

- a. Develops and submits the division budget and special program budgets and recommends those budgets to the appropriate administrator.
- b. Manages the department and special program budgets within the division.
- c. Initiates the requests for capital items for the division and submits those requests to the appropriate administrator.
- d. Works in collaboration with division personnel to develop unit improvement and other long-range plans.

4. General Administrative Items

- a. Recommends to the Vice President of Academic Affairs or Vice President of Occupational Education all faculty needs and modifications necessary to the functioning of the division.

- b. Processes required reports (eg: personnel absence reports).
- c. Maintains an inventory of the development of division catalog materials.
- d. Submits textbook orders for the division.
- e. Works with advisory committees.
- f. Attends division chairperson meetings as scheduled by the Vice President of Academic Affairs.
- g. Assists the Administration during the first week of instruction in the coordinating of normal first week activities, i.e., room changes, last minute instructor no-shows, aiding students, etc.
- h. Initiates schedule changes and submits them to the Vice President of Academic Affairs or Vice President of Occupational Education.
- i. Participates in the spring evaluation with the appropriate vice president. The evaluation shall include a review of current year as well as planning parameters for the following year.

C. Department Chairperson

1. Curriculum

- a. Creates the class schedule for the department in coordination with the offerings of the other departments within the division.
- b. Identifies and assists with new program development and course requests and modifications.
- c. Represents or delegates representation of department faculty on the appropriate district instructional council and articulation task force.
- d. Reviews and authorizes proposals for special projects offered for credit.
- e. Reviews proposals for non-credit course offerings.
- f. Consults with the division chair, department faculty and the administration on curriculum and course matters.
- g. Promotes the articulation of department disciplines with secondary schools and institutions of higher education.
- h. Maintains a means for reviewing and filing course syllabi in coordination with evening chair, summer coordinator and program directors.

- i. Coordinates departmental student outcomes assessment plan and is responsible for the preparation of the annual student learning outcomes assessment report for submission to the division chair.

2. Personnel

- a. Recommends to the division chairperson the employment of residential faculty for the department and is responsible for hiring adjunct faculty for the day program.
- b. Participates in the evaluation of department residential and adjunct faculty as outlined in the Residential Faculty Policy and the Adjunct Faculty Handbook.
- c. Initiates faculty teaching assignments in cooperation with the division chairperson and the faculty members.
- d. Recommends to the division chairperson the employment of any classified personnel approved for the department.
- e. Assigns and supervises substitute faculty for the day program.
- f. Assigns and supervises student employees within the department.
- g. Supervises and evaluates classified personnel assigned to the department.
- h. Reports personnel absences to the division chairperson.
- i. Mediates the informal resolution of conflicts between students and department faculty.
- j. Mediates personality and philosophical conflicts at the department level.
- k. Ensures residential faculty non-teaching assignment participation.

3. Planning and Budgeting

- a. Develops and submits the department and special program budgets to the division chairperson.
- b. Manages the department and special program budgets.
- c. Initiates the requests for capital items for the department and submits those requests to the division chairperson.
- d. Monitors departmental supply budget and oversees replenishment of department supplies.
- e. Works in collaboration with department faculty to develop unit improvement and other long-range plans.

4. General Administrative Items

- a. Recommends to the division chairperson all facility needs and modifications necessary to the functioning of the department.
- b. Initiates procedures for necessary repairs and maintenance of department equipment and facilities.
- c. Ensures selection and ordering compliance for textbooks and submits to the division chairperson.
- d. Actively participates with advisory committees.
- e. Coordinates the development of department catalog materials and recommends them to the division chairperson.
- f. Assists the division chairperson with normal first week activities.
- g. Participates in the spring evaluation with the appropriate vice president. The evaluation shall include a review of current year as well as planning parameters for the following year.
- h. Manages the class schedule for the department.
- i. Assists the division chairperson in the initiation of schedule changes for submission to the Vice President of Academic Affairs or Vice President of Occupational Education.

D. Evening Chairperson

1. Curriculum

- a. Creates the evening class schedule for fall and spring and the day and evening schedule for summer (giving priority for class assignments to residential faculty as indicated in R.F.P. manual).
- b. Identifies new programs needed; recommends modifications to existing division/department programs to the day department chair.
- c. Advises the day chairperson or designee on district instructional council activities.
- d. Advises the day chairperson on the articulation of division/department disciplines with secondary schools and institutions of higher education.
- e. Collaborates with the day department chair in the establishment of a means for reviewing and filing course syllabi.

- f. Collaborates with the day department chair to assure the outcomes assessment process is carried through in the evening program and assists with the student learning outcomes assessment report for the department.
- g. Reviews proposals for projects offered for credit in the evening program.
- h. Reviews proposals for non-credit course offerings in the evening program.

2. Personnel

- a. Hires adjunct evening faculty.
- b. Evaluates evening faculty in the division/departments as outlined in the R.F.P. and the Adjunct Faculty Handbook.
- c. Initiates faculty teaching assignments for the evening program and summer program in collaboration with the day department chairperson and the faculty members.
- d. Recommends to the department chairperson the employment of any classified personnel that may be required for the evening division/department.
- e. Assigns and supervises substitute faculty for the evening program.
- f. Assigns and supervises student employees assigned to the evening division/department.
- g. Supervises and evaluates classified personnel assigned to the evening division/department.
- h. Reports personnel absences to the division chairperson.
- i. Mediates the informal resolution of conflicts between students and evening faculty.

3. Budget

- a. Assists the department chairperson in the development of the department operational budget.
- b. Collaborates with the division/department chairperson in the management of the division/department budget as related to the evening program.
- c. Assists the department chair in the development of the department's capital budget requests.
- d. Reports needs for department supplies and equipment maintenance to the department chair.

4. General Administrative Items

- a. Recommends to the division chairperson all facility needs and modifications necessary to the functioning of the evening division/department.
- b. Reports any changes in the division/department equipment and supply inventory program activities.
- c. Ensures selection and ordering compliance for textbooks for evening and summer and submits to the department chairperson.
- d. Participates with the department chairperson to encourage long-range planning by division/department personnel.
- e. Assists the division and department chairs during the first week of instruction in the coordinating of normal first week activities; i.e., room changes, last minute instructor no-shows, aiding students, etc. pertaining to the evening program.
- f. Manages the class schedule for the department.
- g. Assumes responsibility for keeping evening faculty and staff informed about college and district matters.
- h. Maintains a scheduled office hour on campus each evening in which a section has its initial meeting. For the remainder of the session, maintains a scheduled contact hour (on campus, via email, or by phone) each evening a class is in session.

E. Summer Coordinator

1. Curriculum

- a. Reviews proposals for special projects offered for credit.
- b. Reviews proposals for non-credit course offerings.
- c. Maintains a means for reviewing and filing course syllabi.

2. Personnel

- a. Assigns and supervises substitute faculty for the summer program.
- b. Assigns and supervises student employees within the department for the summer program.
- c. Supervises and evaluates classified personnel assigned to the department.
- d. Reports personnel absences to the division chairperson.

- e. Mediates the informal resolution of conflicts between students and department faculty.
- f. Mediates personality and philosophical conflicts during the summer sessions.

3. Budget

- a. Monitors department equipment and supplies.
- b. Initiates maintenance and repair of equipment.
- c. Is responsible for replenishment of supplies during summer months.

4. General Administrative Items

- a. Assists the administration with normal first week activities.
- b. Maintains a scheduled daily office hour on campus each day during any week in which a day summer section begins. Maintains a scheduled daily contact hour (on campus, via email, or by phone) for the remainder of the day session.
- c. Maintains a scheduled daily office hour on campus each evening during any week in which an evening summer section begins. Maintains a scheduled contact hour (on campus, via email, or by phone) for the remainder of the evening session.

F. Occupational Program Director

The occupational program director shall be a full-time, residential faculty member whose duties involve primary responsibility for the educational program, including the organization, administration, periodic review, continued development, and general quality / effectiveness. The program director assumes a leadership role in continued development of the program, including procedures required by the accreditation review process, if applicable. The primary focus of the position rests with program management, rather than issues of general institutional management. The Occupational Program Director Activity Evaluation Sheet contains a list of the specific duties and is available from the Vice President of Occupational Education.

1. Curriculum

- a. Creates the class schedules for program offerings in coordination with the offerings of other programs in the department and the division.
- b. Identifies new needs within the program and recommends modifications to the program.
- c. Serves on district instructional councils and articulation task forces as required for the program.

- d. Reviews proposals for special projects offered for credit within the program.
- e. Reviews proposals for non-credit course offerings for the program.
- f. Consults with the administration and program faculty on curriculum and course matters.
- g. Promotes the articulation of the program with secondary schools and institutions of higher learning.
- h. Develops program and course objectives, outlines, and competencies and collaborates with department / division chair in establishing a means for their review and filing.
- h. Coordinates program specific student outcomes assessment plan and is responsible for the annual student learning outcomes assessment report for submission to the department/division chair.

2. Personnel

- a. Recommends residential faculty and hires adjunct faculty for the program.
- b. Coordinates orientation of new adjunct faculty.
- c. Participates in the evaluation of adjunct faculty as outlined in the Adjunct Faculty Handbook.
- d. Assigns and supervises substitute faculty for program classes.
- e. Recommends employment of classified personnel assigned to the program.
- f. Assigns and supervises student employees as needed for the program.
- g. Reports absences to the division chair.
- h. Mediates conflicts between students and faculty at the program level.
- i. Mediates personality and philosophical conflicts within the program.
- j. Coordinates faculty non-teaching assignment participation.

3. Planning and Budgeting

- a. Submits operational program budgets to the department and / or division chairpersons.
- b. Manages the program budgets.
- c. Initiates requests for capital items for the program and submits those to the department and / or division chair.
- d. Monitors program equipment and supplies.

- e. Initiates maintenance and repair of equipment.
- f. Assures replenishment of program supplies.
- g. Works in collaboration with program personnel to develop unit improvement and other long-range plans.

4. General Administrative Items

- a. Recommends program facility needs and modifications to the department and / or division chairpersons.
- b. Submits textbook orders to the division chairperson.
- c. Manages the class schedule for the program.
- d. Assists the department /division chairpersons in 1st week activities.
- i. Schedules and coordinates in advisory committee meetings.
- j. Develops and maintains an inventory of program promotional ~~catalog~~ materials.
- k. Prepares program reports as required.
- l. Coordinates and provides program-specific student advisement.
- m. Coordinates student recruitment and selection for program.
- n. Establishes and maintains contact with industry professionals.
- o. Involved in the location and negotiation of off-campus classes and classrooms as appropriate.
- p. Coordinates program accreditation and related activities where applicable.

SECTION VI.

RATIFICATION AND REVISION

- A. This document shall be ratified by the Faculty Senate and the administration.
- B. In those cases where the Residential Faculty Policies or R.F.P. is referenced in this document— and that District changes are made in format, changes will automatically be incorporated into this document with review by the Faculty Senate and the Vice President of Academic Affairs or Vice President of Occupational Education.

- C. The present document reflects the R.F.P. academic years 2011-2012. Any substantive changes in the R.F.P. affecting the SCC College Governance Plan will be cause for review and/or renegotiation of this document by the Faculty Senate and the administration. RFP supersedes this Governance Plan when any provision is in conflict with RFP.
- D. Action to revise this College Governance Plan may be initiated by the administration, the Faculty Senate, or by any member of the groups referenced in this document.

Appendix 1

Division/Department Organizational Structure

Applied Sciences Division

Business and Computer Information Systems Division

Business Department

Information Systems Department

Counseling Division

Fine Arts Division

Art Department

Communication & Performance Arts

Music Department

The Film School@SCC

Health, Physical Education, Recreation and Dance Division

Health Sciences Division

Hospitality, Tourism & Culinary Arts Division

English, World Languages, and Journalism Division

English Department

World Languages Department

Library Division

Sciences & Mathematics Division

Life Science Department

Mathematics Department

Physical Science Department

Social & Behavioral Sciences Division

Behavioral Science Department

Social Sciences Department

Appendix 2

D.1.5.2. Division reassigned time, clerical support, and extended contract hours.

Division/Department reassigned time, clerical support, and extended contract hours: Day FTTE for fall semester	Reassigned per Year	Clerical Support to Department/Division	Summer Extended Hrs.
4-8	6.0	¼-½ 12 mos	24
9-16	9.0	½ 12 mos	33
17-26	12.0	1.0 12 mos	42
27-34	15.0	1-1½ 12 mos	51
35-Above	18.0	2.0 12 mos	60

At SCC, to the extent possible, load reduction is apportioned between the two semesters of each school year by mutual agreement between the division chairperson and the Vice President of Academic Affairs or Vice President of Occupational Education.

Appendix 3

Example of summer extended contract hours for a division with departments:

The division consists of two departments	Extended Contract Hours
Department A	42 hours
Division Chair	21 hours
Department Chair	21 hours
Department B	24 hours
Division Chair	12 hours
Department Chair	12 hours

Appendix 4

Load reduction for Department Chairs.

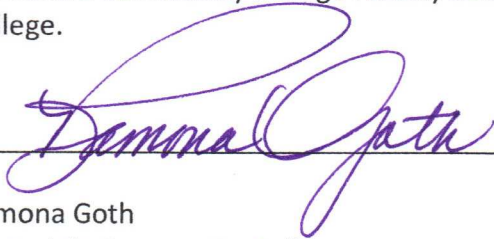
4 - 16.99	6
17 - 26.99	9
27 & above	12

At SCC, to the extent possible, load reduction is apportioned between the two semesters of each school year by mutual agreement between the department chairperson and the Vice President of Academic Affairs or Vice President of Occupational Education.

FACULTY SENATE AD-HOC GOVERNANCE COMMITTEE

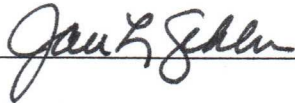
Karen Chalmers
Chuck Cooper
Ramona Goth
Michael Nagano
Tom Trolen - Chair

The policies and procedures outlined in this document have been ratified by an affirmative vote of the Scottsdale Community College Faculty Senate and agreed to by the President of Scottsdale Community College.



Date: 05/01/12

Ramona Goth
Scottsdale Community College
Faculty Senate President 2011-12



Date: 05/01/12

Jan L. Gehler, President
Scottsdale Community College