

The College Plan for Division Chairs **and Occupational Program Directors**

Revised April 3, 2009

Chandler-Gilbert Community College's College Plan for Division Chairs and Occupational Program Directors consists of:

1. The Division Chair Selection Policy,
2. A list of Division Chair and Occupational Program Director Roles, Duties, and Responsibilities, and
3. The Chair Evaluation Process.

The College Plan for Division Chairs and Occupational Program Directors is consistent with the 2008 RFP Appendix D. It is intended to promote effective communication, facilitate a collegial working environment, and safeguard the rights of faculty. Members of the CGCC Faculty Association and the College President, in accordance with the RFP, negotiated this document.

Changes to this Plan

This plan should be reviewed on a regular basis and amended as needed to ensure that it addresses the changing needs of the institution. Changes in this document may be made when both the College President and a majority of the members of the Faculty Association Senate agree. A proposal for change in this document may be presented by either the College President or by any member of the Faculty Association. When changes that affect this document are made in the RFP, those changes will automatically be incorporated.

Academic Structure

Historically, the Chandler-Gilbert Community College Faculty and Administration have agreed to an organizational structure of academic divisions. A division is an educational unit composed of faculty from one or more disciplines. The purpose of a division is to coordinate the instructional programs to help meet the educational needs of students. Each division is led by a faculty chair elected from the division members according to the process described in the Division Chair Selection Policy. The division chair is responsible for the educational program of the division as defined by the Division Chair Roles, Duties and Responsibilities. Chairs are evaluated annually by members of their division according to the Chair Evaluation Process.

Division Name Change

If an existing academic division requests a name change, and that request does not include or imply any other changes to the division makeup, and the request has no impact on any other division, then by a simple majority vote of the Faculty Senate, and the approval of the College President, the request will be granted.

Chandler-Gilbert Community College

Division Chair Selection Policy

I. Definitions

- A. President shall mean the Chief Executive Officer of CGCC.
- B. Vice President of Academic Affairs shall mean that Vice President.
- C. Faculty Association Senate President, (FA President), shall mean the currently elected CGCC Faculty Association Senate President.
- D. Faculty shall mean full-time residential Governing Board approved CGCC faculty including those on leave, sabbatical or serving pro-rated (e.g. 1/2 time) contracts. It does not include faculty on one-year only, one-semester only, or active retirement contracts.
- E. Member shall mean faculty assigned to a division for the purposes of conducting division business. If a faculty member is assigned to more than one division, then at the time of the chair election, that member will vote in the division with the majority of their teaching load. Faculty serving in temporary MAT assignments will not vote in division chair elections. One vote per member.
- F. Division Chair shall mean the faculty member elected by the division.

II. Term of Office for Division Chair

- A. Each term shall be for two years.
- B. The term shall begin July 1. Chair-elects shall have mentoring opportunities during the preceding spring semester.
- C. During the fall semester of the second year of each term there shall be an election.
- D. There may be no limitations on the total number of terms that chairs may serve; however, they may only serve 3 consecutive terms (six years). If there is no self-nominee when the first call is made, the current Chair may self-nominate at the second call regardless of the number of terms served.

III. Election Process

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

- A. The President shall, in writing, by the first week of October, inform all members, including those on leave or sabbatical, of those divisions in which an election is due, and shall call for self-nominations of individuals willing to run for election. The self-nomination form shall include the terms of eligibility, Roles, Duties and Responsibilities, estimated remuneration (including stipend, reassigned time, secretarial support and summer hours based on previous year's actual amounts), and the due date for the form's return (see III.C below).
- B. Faculty members who have completed two consecutive semesters at CGCC may self-nominate.
- C. Self-nomination by interested faculty shall be made in writing to the President by the end of the third full week in October.
- D. Each division will hold an open meeting to discuss candidates for chair between the first call for self-nominations and the due date for self-nominations. Candidates are encouraged, but not required, to share their vision and goals for the division at this meeting in either written or oral form.
- E. In the event of no self-nominees, the President shall issue a second call for self-nominees during the fourth week in October. Nominations shall be due by the first Friday in November.

III. Election Process (continued)

- F. In the event of no self-nominees after the second call, the College President will inform the FA President who will call for a division meeting during the second week in November. At that meeting, the division members will agree on one or more nominees.
- ~~G.~~ The President will notify members via email during the third week in November 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 December.
- H. The President's office will prepare one ballot per member of each division, including those on leave or sabbatical. Ballots will be held at the President's Office (Provost at WC) for those members with their primary teaching assignment at that location. Voting shall take place in person by secret ballot. Members shall go to the President's Office (Provost at WC), sign in, receive a ballot, fill it out, and return it immediately to the ballot box located at that office.
- I. Ballots shall be collected from all locations, opened and counted by the FA President and Vice President in the presence of the Vice President of Academic Affairs, or designee, on the day after the due date. If either the FA President or Vice President is on a ballot, another FA officer or senator shall replace him or her.
- J. The FA President shall hold all ballots in a secure and confidential place until the newly elected Chairs take office.
- K. Election is determined by a simple majority of the votes.
- L. If there are more than two nominees on the ballot and there is no majority vote cast, there shall be an immediate runoff election between those nominees having the two highest vote tallies.
- M. Runoff elections will be conducted by secret ballot sent out by the President, following the procedures described in this section.
- N. If there are only two nominees on a ballot and there is a tie, the FA President shall call for a division meeting as soon as possible. At that meeting the members of the division will agree to which nominee shall be Chair-elect.
- O. The President shall announce the results of Chair elections to the entire college.

IV. Vacancy

- A. A vacancy in a Chair position shall be declared when the current Chair resigns, retires, is absent for 30 consecutive days of accountability, or is removed in accordance with the RFP.
- B. A vacancy shall be filled by an immediate election conducted as specified in section III.
- C. The newly elected Chair shall serve the remainder of the term vacated.
- D. If the vacancy is filled during the last 2 months of the last semester of the term, the individual elected shall be declared Chair for the remainder of the current term and the following full term, if that Chair so chooses.
- E. An Interim Division Chair may be selected by the members of the division to do the work of the Division Chair while the election to fill the vacancy is being conducted. The Interim Chair will be selected by the agreement of the division members, at a division meeting called by the FA President for the purpose of selecting an Interim Chair.
- F. In the case of a vacancy during the summer months, when faculty are not accountable, an Interim Chair may be appointed by the FA President and the Vice President of Academic Affairs to conduct division business until the election process can be completed.

V. Recall Election

- A. A recall election shall be held when the President is presented with a petition, signed by a majority of the division members, that requests a division chair election.
- B. The President will notify all division members, in writing, that a new election will be held.
- C. A new election shall be conducted immediately, following the procedures in section III.
- D. The current Chair will continue to serve the division until the new election is completed and may self-nominate in the new election.

VI. Special Circumstances

Any situation not covered by the above statements related to the selection and retention of division chairs, including immediate removal of a chair, shall be resolved by a hearing of a five-member committee composed of the President, the Vice President of Academic Affairs, the FA President, a division chair selected by the Division Chair Council, and a faculty member chosen from the affected division by the FA President after consulting with members of that division. Resolution of the hearing shall be decided by a majority vote of the five-member committee.

Chandler-Gilbert Community College

Division Chair Roles, Duties and Responsibilities

A Division Chair performs duties in ways that are consistent with this institution's values:

1. Places primary focus on student success.
2. Involves faculty in decision-making; seeks consensus among division members.
3. Exhibits and develops in others the spirit of cooperation.
4. Exhibits and develops in others a sense of shared purpose.
5. Is committed to dialogue and conflict resolution.
6. Keeps faculty and staff informed about instructional issues.
7. Works closely with the appropriate Vice Presidents, Deans, and Occupational Directors.

The Division Chair is responsible for planning, budgeting, staffing, curriculum development, and administrative functions for their academic division. Duties include, but are not limited to:

Planning

- Participates in college-wide strategic planning process.
- Involves faculty in division planning.
- Prepares an annual report on division goal achievement.

Budgeting

- Participates in college budgeting process.
- Solicits input from division faculty on budgeting issues.
- Keeps division faculty informed about budget development and decisions, and about the status of the division budget throughout the academic year.
- Coordinates with the Vice President of Academic Affairs regarding division budget development.

Staffing

- Participates in the selection of residential faculty.
- Submits staffing requests to the staffing committee in collaboration with division members.
- Involves division faculty in the selection of part-time faculty.
- Assists part-time faculty with course preparation, i.e., outline, syllabus, desk copies of textbooks, etc.
- Encourages division faculty in monitoring of part-time faculty.
- Evaluates division faculty in accordance with the RFP.
- Evaluates adjunct faculty according to the Adjunct Faculty Board Policy, or assigns a designee within the discipline.
- Provides for substitutes as needed.
- Supervises and evaluates staff.
- Appoints division members to appropriate and equitable committee service including Instructional Councils.

Curriculum

- Participates in the development of new programs.
- Identifies and helps develop new course or project initiatives within the division.
- Attends curriculum meetings.
- Maintains files of current syllabi.

- Prepares division class schedule in collaboration with division faculty, other division chairpersons, the Associate Dean(s), Dean and the Vice President of Academic Affairs.
- Initiates schedule changes and submits them to the Vice President of Academic Affairs or designee.
- Coordinates the selection of textbooks.

General Administrative Items

- Holds regular division meetings during times of accountability and publishes minutes of those meetings to all division members.
- Maintains files and records of the division.
- Attends division chairperson meetings.
- Participates and encourages others to participate in staff development activities.
- Coordinates divisional assessment activities.
- Provides support to each discipline throughout the Program Review Process.

Chandler-Gilbert Community College

Occupational Program Directors Roles, Duties and Responsibilities

An Occupational Program Director performs duties in ways that are consistent with this institution's values:

1. Places primary focus on student success.
2. Involves program members in decision-making; seeks consensus among program members.
3. Exhibits and develops in others the spirit of cooperation.
4. Exhibits and develops in others a sense of shared purpose.
5. Is committed to dialogue and conflict resolution.
6. Keeps program members informed about instructional issues.
7. Works closely with the appropriate Vice Presidents, Deans, and Division Chairs.

The Occupational Program Director is responsible for planning, budgeting, staffing, curriculum development, and administrative functions for their program. Duties include, but are not limited to:

Planning

- Participates in college-wide strategic planning process.
- Involves program members in occupational program planning.
- Prepares an annual report on the program's goal achievement.

Budgeting

- Participates in college budgeting process.
- Solicits input from program members on budgeting issues.
- Keeps program members informed about budget development and decisions, and about the status of the program's budget throughout the academic year.
- Coordinates with the appropriate Vice Presidents or Deans regarding program budget development.

Staffing

- Participates in the selection of residential faculty.
- Submits staffing requests to the division chair in collaboration with program members.
- Involves program faculty in the selection of part-time faculty.
- Assists part-time faculty with course preparation, i.e., outline, syllabus, desk copies of textbooks, etc.
- Encourages program faculty in monitoring of part-time faculty.
- Evaluates program faculty in accordance with the RFP.
- Evaluates adjunct faculty according to the Adjunct Faculty Board Policy, or assigns a designee within the program.
- Provides for substitutes as needed.
- Supervises and evaluates staff.

Curriculum

- Participates in the development of new programs.
- Identifies and helps develop new course or project initiatives within the program.
- Attends curriculum meetings as needed.
- Maintains files of current syllabi.

- Prepares program class schedule in collaboration with program faculty, the division chair, other program directors, the Associate Dean(s), Dean, and the Vice President of Academic Affairs as appropriate.
- Initiates schedule changes and submits them to the division chair, or the appropriate Vice President/Dean.
- Coordinates the selection of textbooks.

General Administrative Items

- Holds regular occupational program meetings during times of accountability and publishes minutes of those meetings to all program members.
- Maintains files and records of the occupational program.
- Attends division chairperson meetings if requested.
- Participates and encourages others to participate in staff development activities.
- Coordinates program assessment activities.
- Leads the Program Review Process.

Chandler-Gilbert Community College Chair Evaluation Process

The purpose of chair evaluation by faculty is to encourage communication within academic divisions, to provide constructive feedback to division chairs, and to be in compliance with the Residential Faculty Policies (RFP).

I. Each year at the end of March the Faculty Senate President will send an email to all residential faculty stating the following:

*"The anonymous annual faculty evaluation of the division chair may be accessed by residential faculty at the following site during the month of April."
www.cgc.maricopa.edu/chaireval*

II. The Faculty Senate President will remind the web technician to make the site live during the entire month of April.

III. After April 30 each year the chair evaluation statistics and comments will be automatically compiled and sent to the appropriate division chair.

Chandler-Gilbert Community College Academic Division Chair Evaluation Instrument

The on-line survey will include a 3-point Likert Scale:
'Agree /Neutral/Disagree' and a choice for 'Don't Know' after each item.

The purpose of chair evaluation by faculty is to encourage communication within academic divisions, to provide constructive feedback to division chairs, and to be in compliance with the Residential Faculty Policies (RFP).

COLLEGE VALUES

My Division Chair:

1. Places primary focus on student success.
2. Involves faculty in decision-making; seeks consensus among division members.
3. Exhibits and develops in others the spirit of cooperation.
4. Exhibits and develops in others a sense of shared purpose.
5. Is committed to dialogue and conflict resolution.
6. Keeps faculty and staff informed about instructional issues.
7. Is consistent and fair when making decisions.

COMMENT BOX

Please use the comment box to give constructive feedback in this area.

COMMUNICATION

My Division Chair:

1. Uses clear and effective written and oral communication.
2. Keeps lines of communication open and creates a climate for discussion and debate.
3. Is sensitive, open, and responsive to faculty concerns.

COMMENT BOX

Please use the comment box to give constructive feedback in this area.

BUDGET

My Division Chair:

1. Solicits input from division faculty on budgeting issues.
2. Keeps division faculty informed about budget development and decisions, and about the status of the division budget throughout the academic year.

COMMENT BOX

Please use the comment box to give constructive feedback in this area.

STAFFING

My Division Chair:

1. Welcomes, orients, and introduces all new faculty to the division.
2. Submits staffing requests to the staffing committee in collaboration with division members.
3. Involves division faculty in the selection of part-time faculty.
4. Assists adjunct faculty with course preparation, i.e., outlines, syllabus, desk copies of textbooks, etc.
5. Evaluates division faculty in accordance with the RFP.

6. Evaluates adjunct faculty according to the Adjunct Faculty Board Policy, or assigns a designee within the discipline.
7. Provides for substitutes as needed.

COMMENT BOX

Please use the comment box to give constructive feedback in this area.

CURRICULUM

My Division Chair:

1. Participates in the development of new programs.
2. Identifies and helps develop new course or project initiatives within the division.
3. Reports to the division regarding curriculum meetings.
4. Maintains files of current syllabi.
5. Prepares division class schedule in collaboration with division faculty.
6. Coordinates the selection of textbooks.

COMMENT BOX

Please use the comment box to give constructive feedback in this area.

DIVISION ADMINISTRATION

My Division Chair:

1. Holds regular division meetings during times of accountability and publishes minutes of those meetings to all division members.
2. Reports to the division regarding division chair meetings.
3. Participates and encourages others to participate in staff development activities.
4. Coordinates divisional assessment activities.
5. Provides support to each discipline throughout the Program Review Process.
6. Appoints division members to appropriate and equitable committee service including Instructional Councils.