

**GateWay Community College
College Plan
Effective July 1, 2015**

This document sets forth the Governance Plan for Residential Faculty of GateWay Community College.

The purpose of this governance plan is to define the organizational structure of the division/independent departments.

This Governance Plan is a negotiated governance agreement between the Faculty and the Administration in accordance with the Residential Faculty Policy Manual (RFP Manual). The Nursing Division also complies with the Arizona State Board of Nursing Rules and Regulations regarding appointment of the administrator for the nursing program per Article 2 R4-19-201.

A. Definitions

1. The "College Plan" refers to this document.
2. A "division" is an organizational unit of the college consisting of more than one discipline. The purpose of a division is to coordinate instructional programs and to meet the educational needs of students. It is led by the division chair who is a faculty member within the division and has been elected by the division faculty. The division chair is responsible for the educational program of that division. (See Appendix A)
3. A department consists of faculty from one discipline that is not subsumed in a college division, hereafter defined as an independent department. The purpose of independent departments is to provide necessary academic support services and/or instructional programs to meet the educational needs of students. The independent department chair is a member of the department and elected by members of the department, and is responsible for the programs of the department. (See Appendix A)
4. "Faculty" refers to residential faculty.
5. "Adjunct faculty" refers to non-residential instructors employed on a part-time basis.
6. "OSO/OYO" are instructors that are employed on a one semester or one year contract.
7. "Division Member" or "department member" refers to a faculty member whose teaching load contains one or more classes offered by a division/department. All faculty are members of a division or department. If a faculty teaches in more than one division the faculty may vote in each division chair election if the faculty is teaching in that division in the year of the election..
8. A division/department chair is a faculty member as defined in the RFP Manual with certain administrative functions as assigned by appropriate college personnel.
9. An Occupational Program Director is a faculty member as defined in the RFP Manual with specific administrative responsibilities directing an occupational program area within a college division.
10. "Faculty Senate" is the GWCC faculty governance body that is comprised of all RFP faculty who have paid the Maricopa Community College District (MCCCD) Faculty Association dues.
11. "Majority" means more than half of the votes cast where all faculty members have had the opportunity to vote.

B. Modifications In Division/ Department Structure

1. The Vice President of Academic Affairs, other appropriate vice-presidents or deans, the division/department chair, or a faculty member of the division/department may initiate a proposed modification of a division or department. Any modification involving the formation, combination,

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

2. Within fifteen (15) faculty days of accountability of the notification of a proposed modification in division/department structure, the President of the Faculty Senate will convene a meeting of the Faculty Senate for the purpose of reviewing the proposed modification. The President of the Faculty Senate will notify all faculty directly affected by the proposed change of the date, time, place, and purpose this meeting no less than ten (10) faculty days of accountability prior to the meeting. After all faculty have been given an opportunity to speak at the meeting, the Faculty Senate will select a date, time, and place for the faculty directly affected by the proposed modification to vote their approval or disapproval of the proposed modification to division/department structure. This vote shall be scheduled to occur within five (5) faculty days of accountability from the date of the discussion. Approval of a proposed modification to division/department structure requires a two-thirds majority of votes cast by the affected faculty, abstentions not counting.
3. Within five (5) working days following the faculty vote, the President of the Faculty Senate will notify, in writing, all affected parties as well as meet with the College President and submit in writing the recommendation of the affected faculty regarding the proposed modification in division/department structure. Within five (5) working days of receiving the recommendation from the President of the Faculty Senate, the College President will render a decision approving or disapproving the proposed modification in division/department structure and will notify the President of the Faculty Senate of that decision. The President of the Faculty Senate will then notify all parties involved in the decision. Appendix A will automatically be updated to reflect the new organizational structure without the necessity of a vote on the entire college plan.

C. Division/ Department Chair Selection

PREFACE: This procedure sheet must be sent out to each full-time residential faculty member in all divisions/departments holding elections two weeks prior to the deadline date for nominations. The procedure should be administered consistently for each division/department.

A job description fully describing the duties and the responsibilities of Division/Department Chairs is to be attached to this procedure. Division Chairs receive reassigned time, remuneration, clerical support and extended contract hours to perform these tasks. The Nursing Division Chairperson also serves as Program Director.

Under normal circumstances, the term of office for a Division/Department Chairperson is from July 1st to June 30th for two consecutive years. In the case of the Nursing Division, the term shall be for four consecutive years, and the Nursing Chairperson may appoint a faculty member or members as assistant to perform assigned duties in consultation with the Vice President of Academic Affairs.

The proxy and nomination form that follows may be used for their respective purposes.

It should be understood that the President of the College and President of the Faculty Senate may use appropriate "designees" throughout the steps listed below.

The College President will solicit self-nominations from the residential division/department faculty no sooner than the first Tuesday in November and no later than two weeks prior to the date of the election of each election year, or sooner if a vacancy exists. (See nomination form). The announcement for the call for self-nominations will include the reassigned time allotted for the position. The reassigned time for the position will be commensurate with the chair responsibilities and reflect the continuity of responsibilities and reassigned time from the previous division chair. An increase or decrease in the reassigned time for the position may be justified by significant changes in the responsibilities of the chair.

1. A Chairperson may succeed himself/herself as many times as a division/department chooses to select him or her. However, chairpersons should be aware that a democratic policy places responsibility upon them for providing the opportunity for development within the division/department as well as ensuring that the unit does not stagnate and inhibit the overall growth of the College.
2. Candidates for Division or Department Chair must be full time, Residential, Board approved faculty who have completed at least one year* of service as faculty in the Maricopa County Community College District. *Note: This means that employees who are still in their first year would not be eligible candidates.
3. The first election shall be held on the first Friday in February using written ballots. Only the names of those individuals who have submitted a self-nomination by the stated deadline shall appear on the ballot. No write in votes are allowed. The election shall be conducted by the College President (or designee) and the President of the Faculty Senate (or designee) at a time which permits maximum participation by affected faculty. The President of the Faculty Senate shall designate a substitute residential faculty member when the election is for the chair position in the division in which the President of the Faculty Senate resides. The designated substitute will not be a voting member of the division for which the chair is being elected. Ballots will be counted by those conducting the election process. Vote totals will be available to all voting members in the division upon request.
4. Each faculty will have one vote in the election process.

If a person is not elected from the pool of candidates by a majority or in the case of tie vote, another vote will be taken. This vote may be taken, if necessary, at another scheduled time within five (5) faculty accountability days of the original vote. In an election in which there are three or more candidates and no candidate is elected by a majority vote, only the two candidates with the highest vote totals, including ties, will be slated for subsequent votes.

D. Evaluation of Division/Department Chair and Occupational Program Directors (see RFP Manual D.1.6)

1. Each division/department chair and each occupational program director shall be evaluated in the spring of each year in a manner prescribed by the appropriate operational vice-president or dean in accordance with the RFP.
2. Each division/department chair shall be evaluated annually in accordance with RFP by the faculty members in the department/division.
3. Formal evaluations shall demonstrate alignment between the evaluation criteria and the position descriptions for division/department chair and occupational program director.

E. Vacancy

If the office of chair is prematurely vacated in any division, an election will be held to select a new Division/Department Chair to serve out the remainder of the original term. The election will be held in accordance with the procedure described in section C with the following stipulations:

1. Solicitation of faculty for self-nominations for Division/Department Chair will be sent by the college president within five (5) days of faculty accountability of the notification of the vacancy.
2. Elections for Division/Department Chair will take place within fifteen (15) days of faculty accountability from the notification of the vacancy
3. If a vacancy occurs during non-accountability days the Vice-President of Academic Affairs shall appoint a temporary division chair to serve until an election can be held.

F. Removal of Chair

1. A vote to remove the Division Chair from office prior to the conclusion of the term of office shall be initiated by a recall petition submitted to the Vice President of Academic Affairs (VPAA) that is signed by 2/3's of that division's faculty as defined by A.2. of the College Plan or by the President of the College.
2. The petition from faculty for the removal of the Division Chair or the request of the President of the College for this vote may be made from September 1 to March 31.
3. The vote to remove the Division Chair from office prior to the conclusion of the term of office requires a two-thirds majority vote.
4. The Division Chair shall be presented with a written list of issues/concerns that have led to the recall petition.
5. A meeting of the faculty in the division will be held prior to the vote during which the Division Chair will be allowed to respond to the issue/concerns of the faculty in the division or of the President of the College that have led to the petition for the removal of the Division Chair. Only faculty that attend this meeting will be allowed to vote on the recall petition. The VPAA or designee and the President of the Faculty Senate may attend this meeting as non-voting interested parties.
6. The VPAA or designee will notify the Division Chair of his/her removal from the position of chair, and a vacancy will be declared.
7. In the event that the Division Chair is removed from the position the selection process for filling the vacancy will be the same as described in Section E-of the College Plan.

G. College Staffing Advisory Committee

1. The college shall have a college staffing advisory committee (see the Residential Faculty Policies, Section 1.2). The committee will examine faculty staffing needs for instructional areas including consideration of understaffed and overstaffed areas.
2. The College Staffing Advisory Committee consists of the appropriate instructional administrator and at least one representative from each of the divisions/departments (see Appendix A) appointed by the President of the Faculty Senate. The President of the Faculty Senate shall solicit recommendations for these appointments from each division. If a recommendation is declined a rationale will be presented for the declination of the recommendation. The President-Elect of the Faculty Senate will be the chair of the committee. The instructional administrator and the chair will be a nonvoting members of this committee.
3. The College Staffing Advisory Committee will consult with Department/Division Chairs and other appropriate personnel in order to make recommendations on the staffing of Faculty positions. The committee's recommendations will be delivered to the College President.

H. Miscellaneous

1. The President-elect of the faculty senate shall be receive two hours of reassigned per semester.
2. Any situations that arise related to the organizational structure of the division/independent departments that are not specifically addressed in this document shall be referred to the Faculty Senate for discussion and possible action.

I. Revision of the College Plan

1. A proposal for change in the GWCC College Plan may be presented to the Faculty Senate by any faculty member at GateWay Community College or by the College President at any time between September 1 and March 30. Proposed changes will be shared and discussed with all faculty in a manner to be determined by the Faculty Senate. Proposed revisions will be released to faculty at large a minimum of 30 days prior to the vote. All residential faculty are eligible to vote on any proposed changes. A vote on the proposed changes shall be held by May 1st. Votes may be cast in a manner designated by the Faculty Senate including written or electronic voting. Votes shall be counted by the President of the Faculty Senate and two additional faculty chosen by the Faculty Senate. A two-thirds majority of votes cast is required for changes to be incorporated into the College Plan, abstentions not counting

2. Changes in the College Plan will take effect at the beginning of the next academic year as per the GateWay Community College Faculty Senate Constitution.
3. The College Plan shall undergo periodic review every three years by a subcommittee of the Faculty Senate.

Steven Gonzales
College President

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Ilene Borze
Faculty Senate President

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APPENDIX A

Division/Department Organizational Structure

Divisions:

Business and Information Technologies

Health Sciences

Industrial Technology

Literacy, Language and Literature

Arts, Humanities and Social Behavior Sciences

Math and Sciences

Nursing

Service Departments:

Counseling

Library

APPENDIX B

Division/Department Chair Job Description

Division/Department Chairperson: A Division/Department Chairperson is a faculty member elected by the faculty in a division as defined in the Residential Faculty Policy (RFP) Manual with certain administrative functions as outlined in this job description.

Qualifications:

1. Meet faculty requirements of the division/department as per the RFP with a minimum of one year of experience as faculty in the Maricopa County Community College District.

Reports to: Vice President of Academic Affairs, or appropriate Dean.

Job Goal: Collaborates with the Vice President of Academic Affairs or appropriate Dean in implementing the educational mission of the college by (a) participating in planning for instructional and personnel services, (b) representing the division students and faculty, (c) engaging in problem solving at the division level, and (d) coordinating and managing within the division/department and with other divisions/departments to achieve educational goals.

Performance Responsibilities

1. Personnel
 - a. Recommends to the Vice President of Academic Affairs or designee the employment of residential faculty and staff.
 - b. Supervises and evaluates division faculty who are occupational program directors, probationary and appointive faculty who are not supervised and evaluated by program directors (see Appendix C) and classified personnel who are not supervised and evaluated by occupational program directors; coordinates evaluations with the Vice President of Academic Affairs or designee.
 - c. Disseminates information regarding College and District policies, procedures, issues, and outcomes.
 - d. Assists with the coordination of student employee schedules within the division/department.
 - e. Supervises and evaluates classified personnel assigned to the division/department.
 - f. Participates in conflict mediation within the division.
 - g. Participates in the informal resolution of conflicts between students, division/department faculty, and classified personnel.
 - h. Coordinates teaching assignments and other responsibilities of all division/department faculty in conjunction with Program Directors and faculty so as to comply with District and College policy.
 - i. Participates in the PAR/PARC process for probationary faculty.
 - j. Maintains residential and adjunct faculty personnel files.
2. Management of Division/Department Affairs
 - a. Schedules and conducts division/department meetings.
 - b. Assumes responsibility for class schedules for day, evening and summer programs in cooperation with the appropriate program directors and administrators.
 - c. Identifies facility needs and modifications/repairs for division/department functioning and makes recommendations to the appropriate vice-president or dean.
 - d. Informs residential and adjunct faculty and staff of certification and employment requirements, attendance regulations, and other responsibilities.
 - e. Oversees required substitute personnel.
 - f. Assumes responsibility for day and evening supervision or delegates as necessary.
 - g. Prepares required reports related to the management of the division/department.
 - h. Supervises the short and long-range planning by the division/department.
 - i. Assists and offers support to advisory committees.
 - j. Advocates for division/department concerns and issues.
 - k. Participates on the college staffing advisory committee or delegates as necessary.

3. Curriculum Development
 - a. In conjunction with faculty in the division recommends the revision, deletion and addition of courses/programs.
 - b. Initiates and coordinates new courses and programs with program directors
 - c. Acts as consultant to the administration and faculty on curriculum and course matters.
 - d. Promotes articulation with secondary schools and institutions of higher education.
 - e. Coordinates student outcomes and institutional effectiveness for division/department.
 - f. Maintains file of current course syllabi.

4. Division-Administrative-Community Relations
 - a. Attends appropriate meetings and conferences.
 - b. Coordinates community requests, interactions and services on behalf of division/department.

5. Budget
 - a. Coordinates the development of the division/department overall budget, grants, and special program budgets, and submits them to the appropriate college vice-president or designee.
 - b. Coordinates the requests for capital and operational items for the division/department and submits those requests to the appropriate administrator as required.

Appendix C

Occupational Program Director Job Description

Occupational Program Director:

An Occupational Program Director is a faculty member as defined in the Residential Faculty Policies (RFP) Manual with certain administrative functions, as assigned by appropriate college personnel, with responsibility for directing a specific occupational program within a college division.

Qualifications:

Meets residential faculty requirements of the division/department per the RFP. In the event no residential faculty are available to serve as program director consideration can be given to appointing OYO, OSO, or specially funded faculty to this position.

Reports to:

The Division Chair of the division in which the occupational program resides.

Job Goal:

Collaborates with the division chair of the division in which the occupational program exists in implementing the educational mission of the college by a) participating in the planning for instructional and personnel services, b) representing the program students and faculty, c) engaging in problem solving at the program level, and d) directing, coordinating and managing within the occupational program, and with other programs and other divisions/departments to achieve educational goals.

Selection Process:

1. The Division Chair of the division in which the occupational program exists shall seek applications for the Occupational Program Director (OPD) from current faculty in the program.
2. A call for applications for OPD shall be made every three years.
3. Applications shall be solicited from 1/15 through 1/31.
 - a. A call for applications for occupational program director of programs with prefixes that begin with the letters A through E will be made in 2016 and every three years thereafter.
 - b. A call for applications for occupational program director of programs with prefixes that begin with the letters F through M will be made in 2017 and every three years thereafter.
 - c. A call for applications for occupational program director of programs with prefixes that begin with the letters N through Z will be made in 2018 and every three years thereafter.
4. In the event new occupational programs are added to the college the programs will be added to the schedule outlined in #3 above without the necessity of a vote on the college plan.
5. A formal position announcement including minimum and preferred qualifications shall be included in the call for applications. Minimum qualifications shall include any requirements that may be specified by those programs that have independent programmatic accreditation through an external agency.
6. Faculty interested in the position shall complete a formal application process for the position to include an assessment of minimum and preferred qualifications.
7. Faculty meeting minimum qualifications will be interviewed for the position.
8. The selection committee for the position will consist of the VPAA or , designee, the division chair, all faculty in the program who are not seeking the position, a member of a non-faculty employee policy group who interacts directly with the occupational program, and can include one member of the program's

advisory committee or member of the community who is a representative of the occupational area. The division chair shall serve as the chair of the selection committee.

9. The selection process shall include both an assessment of each candidate's qualifications for the position as well as a personal interview.
10. Selection of the occupational program director shall be made by a consensus vote of the selection committee.
11. The selection committee shall develop a written rationale that supports the selection or non-selection of applicants for the position. This rationale shall be made available to the applicants upon request.
12. The selection shall be made by March 15.
13. A sitting OPD may succeed themselves with no term limits.
14. In the event that the position of OPD is vacated before the term for the position is concluded the division chair shall consult with the faculty in the program to appoint a faculty member in the occupational program to act as interim OPD until the selection process for a new program director can be completed. A new selection process shall be initiated by the Division Chair immediately upon notification that the position has been vacated. The faculty selected shall fill the remainder of the term for the position until the next regularly scheduled selection process.
 - a. In the event that a vacancy is declared after April 15 the initiation of the selection process shall be delayed until the first day of faculty accountability in the Fall term.
15. If only one application for the position of OPD is received and the individual meets the minimum qualifications for the position the individual will be appointed to the position. In this case steps 6 through 10 above shall be eliminated.
16. If a sitting OPD applies for the position and there are no other applications for the position the sitting OPD will continue in the position.
17. If the College President disagrees with the decision of the selection committee he/she will meet with the selection committee to address stated concerns.
18. Any faculty that was initially hired to be the occupational program director shall be exempt from the periodic selection process described in this section.

Removal of Occupational Program Director

1. Any requests to remove an occupational program director (OPD) from the position shall be submitted in writing to the VPAA or designee and the President of the Faculty Senate.
2. The request to remove the OPD will be shared with the OPD 10 days prior to the meeting described in step #3.
3. The VPAA or designee will meet with the requestor(s) who is/are seeking removal of the OPD and the OPD within 10 faculty days of accountability from the receipt of the complaint(s). A resolution of the request will be sought during this meeting..
4. Following completion of step #3 the decision may be made that the OPD will remain in the position while seeking to address the performance issues that were stated in the call for removal. The OPD may also choose to step down from the position and the selection process for a new OPD will be initiated.
5. If resolution of the request to remove the OPD is unsuccessful through the process outlined in steps #1-4 the VPAA or designee will consult with the President of the Faculty Senate (to appoint three faculty to hear the formal request for removal of the OPD as well as to hear the response of the OPD to the request for removal. The appointees shall consist of one faculty that is a division chair who is not the division chair in which the occupational program resides and two faculty who do not teach in the division in which the occupational program resides. The VPAA or designee will also participate on this hearing panel
6. The appointment process of the panel shall be completed within 10 faculty days of accountability from the date of the meeting discussed in step #3.

7. Once appointed the panel will meet with the requestor(s) and the OPD to hear the rationale for the request as well as the response of the OPD to the request. This meeting shall be scheduled within 10 faculty days of accountability after the panel has been appointed.
8. The three person panel shall submit a written recommendation to the VPAA or designee to either retain or remove the OPD in the position. The recommendation must be supported by evidence of how the OPD is or is not performing the assigned duties of the OPD.
9. The process will be completed with the retention or removal of the OPD from the position. The VPAA or designee shall inform the OPD and division chair of the final decision.
10. If the decision is made to remove the OPD from the position the OPD may appeal the decision to the President of the College.
11. All actions undertaken in this section are specifically related to the duties and responsibilities of the OPD. Any issues and concerns related to the OPD's duties and responsibilities in their role as faculty shall be referred to the appropriate sections of the Residential Faculty Policies for resolution of conflict and possible corrective action.

Performance Responsibilities:

1. Program Personnel

- a. Recommends to the Division Chair or designee the employment of residential, ~~visiting~~ and adjunct faculty and staff.
- b. Supervises and evaluates program residential and adjunct faculty and classified personnel.
- c. Interprets Division and Program philosophy and objectives.
- d. Establishes and enforces Program Policies and Procedures.
- e. Assumes responsibility for keeping program faculty and staff informed about Program and Division matters.
- f. Coordinates the assignment of student employees within the Program.
- g. Supervises and evaluates classified personnel assigned to the Program.
- h. Mediates Program personality and philosophical conflicts.
- i. Participates in the informal resolution of conflicts between students, Program faculty, and classified personnel.
- j. Coordinates teaching assignments in conjunction with faculty and other responsibilities of all program faculty so as to comply with District and college policy.
- k. Coordinates the orientation of new Program residential and adjunct faculty.
- l. Verifies that all program faculty use appropriate course syllabi.

2. Program Administration

- a. Schedules and conducts program meetings.
- b. Assumes responsibility for program class schedules for day, evening and summer programs in cooperation with the Division/Department Chair and appropriate administrators.
- c. Identifies program, and program facility needs and modifications/repairs for program functioning and makes recommendations to the appropriate individual.
- d. Informs residential and adjunct staff of certification and employment requirements, attendance regulations, and other responsibilities.
- e. Directs/oversees substitute personnel.
- f. Prepares program reports as required (annual report, program reviews)
- g. Directs short and long range planning for the Program.
- h. Schedules and coordinates Advisory Committee meetings.
- i. Submits textbook orders by due dates.
- j. Oversees the development of revision of program materials.
- k. Provides program specific student advisement.
- l. Establishes and maintains community and industry contacts.
- m. Oversees program marketing efforts and updates program information guides.

- n. Facilitates negotiation and acquisition of off campus classroom sites and contracts as appropriate.
- o. Coordinates program accreditation and related activities.
- p. Initiates and oversees external clinical/apprenticeship/internship facility sites and contracts.
- q. Oversees and/or coordinates placement of clinical/apprenticeship/internship students. May be delegated to designee

3. Curriculum

- a. Develops and/or participates in the development of program and course objectives and outlines.
- b. Identifies new needs within the program and recommends modifications to the program.
- c. Prepares class schedules for program in coordination with other programs in the division.
- d. Acts as a consultant to the division and administration on program and occupational professional matters and issues.
- e. Develops and/or participates in the development of program and course objectives, and outlines.
- f. Coordinates and participates in program specific student outcomes, and institutional effectiveness assessment and planning..
- g. Serves on district instructional councils and task forces as required for the program.

4. Budgets

- a. Develops, submits and manages the occupational program budget.
- b. Initiates requests for capital items for the occupational program and submits those requests to the division/department chairperson.