

# Academic Structures Policy (College Plan)

as Adopted by the PVCC Faculty Senate 03/05/1992

Amended and approved on 08/19/1996

Amended and approved on 11/19/2008

Amended and approved on 03/24/2009

Amended and approved on 04/04/2013

Amended and approved on 12/05/2013

Amended and approved on 02/06/2014

Amended and approved on 04/07/2016

**Amended and approved on 05/27/2021**

This document provides an overview of the basic academic structure and processes at Paradise Valley Community College (PVCC) and describes the process for any modifications. The academic structures and processes developed and implemented at PVCC promote high academic standards, provide a commitment to instructional excellence, stimulate instructional innovation, and benefit student learning. Any federal, state, or regional accreditation requirements will supersede the College Plan and Division Charters. The PVCC Faculty Senate believes in shared governance and recognizes and advocates for the inclusion and involvement of the PVCC Employee Senate on college matters and operations that impact staff.

A primary goal of the academic structures is to facilitate a collegial working environment. It is understood that within the academic structure, the Division and Department Chairs are faculty members who represent the Residential and Adjunct Faculty in their respective Divisions and Departments. The Division and Department Chairs, along with Program Directors, serve as instructional leaders responsible for coordinating efforts to make sound academic decisions and to ensure that the educational and service goals of the college are met. Chairs also have the responsibility of providing the opportunity for the development of new leadership within the Division/Department, as well as ensuring that the unit is encouraged to grow professionally and to support the college's mission.

In addition to Division and Department Chairs and Programs Directors, other faculty leaders contribute to the development and maintenance of processes that promote academic excellence. Responsibilities for these leadership positions are also captured here. For further clarification on exact roles and duties, as well as the internal processes unique to each Division/Department, please refer to specific Division/Department Charters. Appendix A contains links to these charters. Appendix B includes a list of college level leadership positions (outside of individual Divisions and Departments).

# Article I. PVCC Division/Department Structure

## Section 1.01 Division/Department Chairs

### (a) Eligibility

The Faculty Agreement identifies two groups of potential eligible candidates for Chair (FA 7.2.1). The first consideration goes to Appointive Faculty within the Division/Department. If there are no candidates from this first pool, the election is opened to a second group, which includes Probationary Faculty in year two or later within the Division/Department, and any Appointive Residential Faculty at the College. Candidates from this second consideration must receive a vote of 51% or more of the eligible voters to win the election (FA 7.2.2).

### (b) Term

Division/Department Chairs are elected to a three-year term of office. There shall be no limitations on the number of terms that Division/Department Chairs may serve; however, they may serve only two terms consecutively unless no other eligible faculty member is willing to serve.

### (i) Recall of Division/Department Chair by Residential Faculty vote

If a residential faculty initiates the recall of Division/Department Chair, the following steps will be followed, in addition to those identified in the Faculty Agreement.

- 1) Within seven (7) accountability days, the VPAA will request the Faculty Senate President or designee to notify all Residential Faculty in the Division/Department, simultaneously with the Division/Department Chair, of the request for a recall vote.
- 2) Within fourteen (14) accountability days of the notification, the Faculty Senate President or designee, with the support of at least two additional Faculty Senate or Golden Gavel members (Past Faculty Senate Presidents) from Divisions/Departments not part of the recall vote, appointed by the Faculty Senate, will oversee the voting process.
- 3) The anonymous vote will consist of three choices: Yes, No, and Abstain. Once a vote has been cast, it cannot be rescinded or changed.
- 4) As mentioned in the FA, at least sixty percent (60%) of Residential Faculty, or a simple majority where there are four or fewer Residential Faculty in the Division/Department, of the Residential Faculty eligible to vote, must vote in favor of the recall (“yes” option on the ballot) for the Division/Department Chair to be removed.

- 5) If the results of the voting process establish that the Division/Department Chair will be removed from the assignment, the steps laid out in (ii) will be followed. If not, the Division/Department Chair will continue their assignment.

(ii) Administrative Removal or Recall by Residential Faculty vote (section 7.2.13 of FA)

If it is determined that the Division/Department Chair will be removed from the assignment, either through the Administrative Evaluation process or Recall by Residential Faculty vote, the Residential Faculty within the department/division will recommend an Interim (Acting) Chair to the Faculty Senate President or designee, who will pass the recommendation on to the VPAA. The VPAA, in consultation with the Faculty Senate President and Faculty Senate (at large) shall appoint an Interim Chair who will serve until an election process for the new Chair can be completed.

(iii) Premature departure for any other reason

If a Division/Department Chair is unable to finish their term for any reason other than Administrative Removal or Recall by Residential Faculty vote process, the Faculty Senate President or designee in consultation with the Senate and the VPAA can appoint a Residential Faculty as Interim Chair to cover responsibilities during the election process. The election process for a new Chair will commence no later than the first week of accountability after the last Chair's exit.

(c) Selection

Division/Department Chairs are selected through an election process during the second year of the current Division/Department Chair's term, with the intention that the newly elected Chair will have an opportunity to shadow the current Chair for a full academic year.

(i) Election Committee

The Election Committee will be chaired by the Faculty Senate President-Elect (or designee); will consist of a minimum of two additional Faculty Senate or Golden Gavel members (Past Faculty Senate Presidents) from Divisions/Departments not holding an election; and will be appointed by the Faculty Senate.

(ii) Voting Eligibility

Residential Faculty may vote for the Division/Department Chair in the Division/Department to which they are assigned as specified in the Human Capital Management System. Residential faculty on sabbatical and sick leave are eligible to vote. Residential faculty on full-time reassignment outside the Division/Department are not eligible to vote.

(iii) Candidate Identification Process and Voting Timeline

- 1) By the Second Friday in February – The Faculty Senate President will contact the PVCC Human Resources Department for a current list of all Division/Department faculty who are eligible to hold the position of Chair.

- 2) Last Friday in February - Information from annual evaluations for Residential Faculty who have previously served as a Division/Department Chair, including feedback from Adjunct Faculty and Division/Department Staff, will be collected by the Division/Department and provided to all Residential Faculty in advance of the election process. Information from the Adjunct Faculty Association's annual Adjunct Faculty survey will also be provided in advance (FA 7.2.2). The annual evaluations of the Division/Department Chair will be completed no less than thirty (30) days prior to the Division/Department Chair elections (FA 7.2.12)
- 3) Last Monday in March – The Chair of the Election Committee will post an announcement via e-mail to the Divisions/Departments holding elections, requesting self-nominations for Division Chair.
- 4) First Monday in April – Self-nomination period of one week: Appointive Residential Faculty from within the Division/Department must self-nominate, in writing or via email. If the current Division/Department Chair has served the most recent two consecutive terms, the current Chair may not self-nominate during this self-nomination period.
- 5) Second Monday in April – Self-nomination period with no candidate: If no appointive faculty from the Division/Department self nominates during the first week in April, then the Election Committee Chair will notify the probationary faculty in year two or later, as well as the current Division/Department Chair, if they have served two consecutive terms, and ask if they wish to self-nominate by the second Wednesday in April.
- 6) Second Wednesday in April – Self-nomination period with no candidate from Division/Department: If neither the probationary faculty nor current Division/Department Chair self-nominate, the Election Committee Chair will send an e-mail announcement asking if any PVCC Residential Faculty wish to self-nominate for the position by the Second Friday of April. If a faculty member in the Division/Department that is having the election self-nominates, any faculty outside of the Division/Department who self-nominates will become ineligible, and the election process will resume.
- 7) Second Friday in April - Self-nomination period with no candidate from college: If no faculty self-nominates, the Election Committee Chair will notify the VPAA that there is no candidate. The Faculty Senate President, in consultation with the Senate and the VPAA, shall then appoint a college faculty member to serve as Division/Department Chair for one year, after which the election process will be repeated
- 8) Third Monday in April – Self-nomination period with one or more candidates: The Faculty Senate President-Elect (or designee) will post (via e-mail or other electronic communication to the Division/Department Residential Faculty) the candidates' self-nominations and qualifications, and will notify the Division/Department that an

anonymous election will be conducted to collect votes for Division/Department Chair. The anonymous election will be open for no more than five consecutive days

- 9) By the Fourth Monday in April – the Election Committee will tally the votes from the anonymous election
- 10) Immediately after the votes are counted, the Election Committee Chair will inform the candidates of the winner, and then announce the winner of the election via e-mail to Residential Faculty, Adjunct Faculty, the College President, and the VPAA. Election results will remain archived for a period of one year, and will be made available upon written request by the faculty within the Division/Department in which the election was held, the VPAA, or the College President to the Faculty Senate President.

(iv) Voting Process

The anonymous vote will consist of three choices: Yes, No, and Abstain. Once a vote has been cast, it cannot be rescinded or changed.

1) Division

- a) If only one candidate is running, then the candidate must receive a majority of votes cast with a "yes" vote to be elected. In the case of a tie with one candidate (that is, the number of "yes" votes equals the number of "no" votes), then a failed election shall be declared, and the election process will restart after a period of not greater than two weeks.
- b) If two or more candidates are running, then the candidate who receives the majority of "yes" votes cast will be elected. In the case of a tie (the number of "yes" votes are equal among candidates) the candidate with the least number of "no" votes is declared the winner. If the number of "yes" and "no" votes are equal, then a failed election shall be declared, and the election process will restart after a period of not greater than two weeks.

2) Senate

- a) If the election process fails a second time, then the election process moves to the Senate. The Senators will cast an anonymous vote for the candidates who chose to run in the latest election. The candidate who receives the majority of votes shall be declared the winner. Any Senator who is a member of the Division/Department going through the election process, will abstain from participating in the anonymous vote process. As mentioned in the Faculty Senate Constitution, the Faculty Senate President-Elect does not get a vote on matters before the Senate.
- b) In the case of a tie, the Faculty Senate President or designee shall select the most qualified candidate as Division/Department Chair.

(d) Compensation

Division/Department Chairs shall receive compensation as specified in the Faculty Agreement.

Division/Department Chair-Elect shall receive reassignment time of three load hours (or equivalent) per semester (Fall and Spring) for one year to allow them to complete Faculty Leadership Academy and to participate in practical training by shadowing the outgoing Division/Department chair for a year during Fall and Spring semesters.

(i) Additional Compensation

The College President may approve additional reassigned time (or equivalent) for either Chairs or Chair-Elects based upon need. Any additional reassigned time granted by the College President will be reviewed on an annual basis. The rationale for additional reassigned time shall be made available to the Faculty Senate upon request of the Faculty Senate President.

(ii) Summer Division Chair Duties and Compensation

At PVCC, Division Chairs or their delegate(s) shall be paid an additional 20-clock hours to the standard 40 hours provided in the Faculty Agreement for service as the summer Division/Department Chair. Division Chairs or their delegates will be expected to be on call to attend to the same duties as is required of Division/Department Chairs during the regular Fall to Spring semester that arise during the non-contractual Summer session.

(e) Evaluation

Each Division/Department Chair and those performing delegated duties shall be evaluated annually by the appropriate Vice President, or designee, Residential Faculty members, Adjunct Faculty members, and Staff in the Division/Department (FA 7.2.12). The Faculty Senate President shall initiate the evaluation process in collaboration with the VPAA or designee. The annual evaluations of the Division/Department Chair will be completed no less than thirty (30) days prior to the Division/Department Chair elections using a 360-review process. This evaluation process shall include the following:

- (i) During the first week of February, the VPAA's office shall distribute a standardized evaluation form to all Residential Faculty members, Adjunct Faculty Members and Staff within the Division/Department to evaluate the Division/Department Chair and anyone performing delegable duties.
- (ii) The VPAA or designee may use a different evaluation form from the one distributed to the Division/Department members.
- (iii) The evaluation shall include a review of the current year as well as plans for the following year.
- (iv) The evaluation shall be anonymous, and the results shall be summarized by the VPAA's Office.
- (v) The evaluation shall follow a 360-review process.
- (vi) A summary of the results is distributed to the Division/Department Chair and the VPAA.

- (vii) For those divisions that are going through an election for the Division/Department Chair, the following process shall be followed:
  - 1) By the last Friday in February - Information from annual evaluations for Residential Faculty who have previously served as a Division/Department Chair, including feedback from Adjunct Faculty and Division/Department Staff, will be collected by the Division/Department and provided to all Residential Faculty in advance of the election process (FA 7.2.2).
  - 2) By the last Friday in February - Information from the Adjunct Faculty Association's annual Adjunct Faculty survey will also be provided in advance of the election process (FA 7.2.2).
- (viii) Prior to the first Division/Department meeting of the fall semester, each Division/Department Chair shall meet with the VPAA to discuss evaluation results and to respond to the concerns identified in the evaluation.
- (ix) At the first or second Division/Department meeting of the fall semester, each Division/Department Chair shall address the concerns brought forth by the evaluation as to processes and procedures for Division/Department improvement.

(f) Values

The Chair performs duties in ways that are consistent with the values of the district and college, which are to:

- 1) Place primary focus on student success, including completion of classes and completion of programs of study.
- (ii) Seek consensus among Division/Department members when making decisions impacting the Division/Department.
- (iii) Exhibit and develop in others the spirit of cooperation and a sense of shared purpose.
- (iv) Commit to dialogue and conflict resolution.
- (v) Keep faculty and staff informed about instructional issues.
- (vi) Work collaboratively with the appropriate Vice Presidents, Deans, and Divisional / Departmental faculty leaders.

(g) Duties

- (i) Division/Department Chairs shall provide overall coordination of all areas assigned to the Division/Department and provide instructional leadership to and representation of all Division/Department Residential Faculty. They shall carry the primary responsibility to all Residential and Adjunct Faculty, professional support staff, and student and temporary employees assigned to their Division/Department.
- (ii) Chairs (or designees) use professional judgment in assigning instructors to classes, keeping in mind the best interest of students, and in consideration of instructor preferences. Residential Faculty have a right to 15.0 load hours per semester. Any

disputes between the Chair (or designee) and faculty regarding course assignments will be resolved in consultation with the VPAA (or designee).

- (iii) Chairs (or designees) shall seek to minimize instructor changes once assignments are made. The Chair shall inform the VPAA (or designee) of any faculty who are removed from a class within two weeks of the class start date for reasons other than class cancellation.
- (iv) Chairs shall lead the efforts within the Division/Department to create a Division/Department charter. Chairs shall ensure that the Division/Department Charter is reviewed and voted upon at least once every 3 years. The Charter will follow the requirements identified in the Faculty Agreement and College Plan.
- (v) In addition to the above, Division/Department Chairs shall perform the following non-delegable duties as generalized in the Faculty Agreement and specialized here in the College Plan.
  - 1) Plan, manage, and oversee the Division/Department budget
    - a) Participate in short- and long-range planning and evaluation for facility design, technology, instructional, and staffing needs.
    - b) Participate in the College budgeting process.
    - c) Coordinate requests for capital items for the Division/Department in consultation with Division/Department Faculty and submit those requests to the appropriate administrator.
    - d) Keep Division/Department Faculty informed about budget development and decisions, and about the status of the Division/Department budget throughout the academic year.
    - e) Establish and maintain a Division/Department inventory of fixed and moveable equipment not covered under the fixed asset inventory.
    - f) Follow established district and college purchasing procedures and policies.
    - g) Initiate procedures for necessary repairs and maintenance of Division/Department equipment and facilities.
    - h) Recommend to the appropriate Vice President or Dean all facility needs and modifications necessary to the functioning of the Division/Department.
    - i) Coordinate the development and administration of the Division/Department budget, grants, and special program budgets in consultation with Division/Department Faculty; and recommend those budgets to the appropriate Vice President or Dean.
    - j) Advocate for Division/Department needs and engage in problem solving on behalf of the Division/Department at various levels of the organization.
  - 2) Review and provide final approval for the evaluation of Adjunct Faculty
    - a) Adjunct Faculty members shall be evaluated by a member of the Division/Department Faculty Leadership.

- b) The Division/Department Chair shall review and provide the final approval of the evaluation
- 3) Review and provide final approval for Division/Department reports (e.g., annual reports, staffing requests, program reviews)
  - a) Complete Division Chair Assessment on PVCC's General Education Assessment (GEA) website.
  - b) Coordinate General Education Assessment, course assessment, program assessment, program accreditation, program reviews, and related activities across the entire Division/Department.
  - c) Provide support to each discipline within the Division/Department throughout the program review process
  - d) Create processes and resources to allow Division/Department faculty and staff maintain files and records of the Division/Department
  - e) Maintain copies of current syllabi for all instructors in all classes.
  - f) Prepare required reports related to the management of the Division/Department.
  - g) Submit staffing requests to the Faculty Staffing Committee, in collaboration with Division/Department members.
  - h) Recommend final revisions to the catalog and promotional materials.
  - i) Oversee development of new courses or project initiatives within the Division/Department.
  - j) Finalize Division/Department class schedule within specified timelines, in collaboration with Division/Department faculty, other Division/Department Chairs, the Associate Dean(s), Dean, and the VPAA.
  - k) Assist the appropriate Vice President or Dean during the first week of instruction in coordinating normal first week activities, i.e., room changes, last minute instructor no-shows, aiding students, etc.
- 4) Facilitate Division/Department meetings
  - a) Hold regular Division/Department meetings during times of accountability and publish minutes of those meetings to all Division/Department members.
  - b) Communicate relevant discussions and decisions made at Division/Department meetings to the administration.
  - c) Attend Division/Department Chair meetings.
  - d) Communicate relevant discussions and decisions made at Division/Department Chair meetings to all Division/Department members.
- 5) Address, manage, and work to resolve conflicts

- a) Coordinate, process, and resolve conflicts within the Division/Department, including faculty assignments, interpersonal conflicts among Division/Department faculty or staff, and student/faculty conflicts.
  - b) Oversee mediation of personality and philosophical conflicts within the Division/Department.
- 6) Manage and work to resolve formally registered student concerns
- a) Coordinate, process, and resolve formally registered student concerns.
  - b) Serve as a liaison for students, per the common pages and student handbook.
  - c) Oversee student advisement within Division/Department programs.
- 7) Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan
- a) Recommend to the appropriate Vice President or Dean the employment of Residential Faculty, Adjunct Faculty, Evening/Online/Summer Supervisor(s), and staff for the Division/Department.
  - b) Recommend the retention, advancement, renewal, and dismissal of Division/Department personnel to the College President through the Instructional Deans and VPAA.
  - c) In consultation with Division/Department Faculty and Staff, appoint Division/Department members to appropriate and equitable committee service, including instructional councils.
- 8) Communicate College and District objectives, policies, and procedures to Division/Department faculty and staff, and ensure adherence.
- a) Establish and pursue the goals of the Division/Department and the College, with faculty participation.
  - b) Verify faculty and staff accountability, as referenced in the Faculty Agreement.
  - c) Act as an advocate for faculty, per the Faculty Agreement.
  - d) Coordinate and verify Division/Department members' committee assignments and report to the Faculty Senate President upon request.
  - e) Develop and administer procedures regarding substitute faculty in the Division/Department.
  - f) Oversee communication of college and district philosophies, objectives, policies, procedures, and other matters to the Division/Department faculty and staff.
  - g) Oversee interpretation of college and district policies, procedures, philosophy, and objectives for the Division/Department faculty and staff.

- h) Oversee advocacy for Division/Department relationships and partnerships within the community.
- (vi) In addition to the above, Division/Department Chairs may perform the following delegable duties as generalized in the Faculty Agreement and specialized here in the College Plan OR delegate them to a Divisional / Departmental faculty leader (i.e., Program Directors, Supervisors, etc.). If an unresolved conflict arises between those who are performing delegable duties and others, the Division/Department Chair shall make the final decision.
- 1) Plan, manage, and oversee the Division/Department class schedule
    - a) Provide instructional leadership for specific areas within the Division/Department, (such as those provided by Program Directors or Supervisors).
    - b) Prepare Division/Department class schedule within specified timelines, in collaboration with Division/Department faculty, other Division/Department Chairs, the Associate Dean(s), Dean, and the VPAA.
    - c) Recommend the addition, elimination, and/or change of courses and curricula following program reviews, enrollment, articulation, and student and community needs, in consultation with faculty leaders and faculty who teach that specific discipline.
    - d) Coordinate with faculty the selection, ordering, and availability of textbooks for the Division/Department.
      - i) *In a course for which there is one instructor, the faculty member determines the texts (and other materials) the students will be required to read under principles of academic freedom.*
      - ii) *In a multi-section course taught by several faculty members, however, responsibility is shared among the instructors for identifying the text(s) to be assigned to students.*
      - iii) *Textbooks should be reviewed at least every three years to assure currency and affordability.*
    - e) Consult with administration and Division/Department faculty on curriculum, course, and program matters.
    - f) Identify and help develop new courses or project initiatives within the Division/Department (with Division/Department Chair's oversight)
    - g) Monitor, adjust, and develop the Division's/Department's class schedule as needed.
    - h) Monitor articulation agreements Division/Department disciplines have with secondary schools and institutions of higher education.
    - i) Assess student outcomes and institutional effectiveness for the Division/Department.

- j) Facilitate student advisement within Division/Department programs (with Division/Department Chair's oversight)
  - k) Review the compliance of Division/Department course objectives with district-approved course competencies.
  - l) Develop and evaluate proposals for special projects.
- 2) Review and provide final approval for the selection of Adjunct Faculty
- a) Involve Division/Department faculty in the selection of Adjunct Faculty.
  - b) Maintain files and records of the Division/Department.
  - c) Promote diversity in the Division/Department.
- 3) Participate as a representative for the Division/Department
- a) Attend college curriculum committee meetings.
  - b) Serve on the appropriate instructional council (curriculum), or select a qualified designee in the discipline, and approved by the VPAA.
  - c) Assist and offer support to advisory committees and attend such meetings and conferences as appropriate and/or required.
  - d) Represent Division/Department (or assign designee) on appropriate campus committees such as those involving campus leadership, strategic planning, budget, academic issues, and student academic achievement.
  - e) Participate in college-wide strategic planning.
  - f) Recommend revisions to the catalog and promotional materials, as needed (with Division/Department Chair's oversight).
  - g) Advocate for Division/Department relationships and partnerships within the community (with Division/Department Chair's oversight)
  - h) Perform other Division/Department functions related to the evolving needs of the college in consultation with the faculty and administration.
  - i) Support access to technology within the Division/Department.
- 4) Supervise and support Residential and Adjunct Faculty
- a) Provide appropriate orientation and training for all faculty and staff.
  - b) Assist Adjunct Faculty with course preparation (i.e., outline, syllabus, desk copies of textbooks, etc.)
  - c) Encourage Division/Department faculty to mentor Adjunct Faculty.
  - d) Foster faculty and staff development and professional growth
  - e) Foster awareness of opportunities for faculty involvement in the community, and support faculty involvement in conjunction with the Instructional Deans and VPAA.
  - f) Supervise Division/Department programs to evaluate and improve the methods by which, and in which, they are taught.

- g) Foster, mentor, and support diversity in the concepts, content, and practices of teaching and learning.
  - h) Share responsibility with other college personnel for interpersonal communication at all levels including student, faculty, and staff, actively promoting two-way open communication, information sharing, and feedback between Division/Department faculty and the administration.
  - i) Communicate college and district philosophies, objectives, policies, procedures, and other matters to the Division/Department faculty and staff (with Division/Department Chair's oversight)
  - j) Interpret college and district policies, procedures, philosophy, and objectives for the Division/Department faculty and staff (with Division/Department Chair's oversight)
- 5) Chair Residential Faculty position search committees
- a) Oversee the screening and interviewing of potential Residential Faculty and staff, and the hiring of Adjunct Faculty for the Division/Department.
  - b) Maintain files and records of the Division/Department.
  - c) Promote diversity in the Division/Department.
- 6) Evaluate Probationary Residential Faculty in accordance with the Faculty Agreement
- a) Participate in the review and recommendation process regarding probationary faculty members, in the manner set forth in the Faculty Agreement.
- 7) Evaluate Adjunct Faculty
- a) Participate in the review and recommendation process regarding Adjunct faculty members, in the manner set forth in the Faculty Agreement.
- 8) Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual
- a) Participate in the supervision, support, and evaluation of faculty, staff, and temporary employees.
  - b) Coordinate the assignment of student employees within the Division/Department.
  - c) Share with other college personnel a responsibility for maintaining a clean and safe environment in all classrooms, labs, and other work areas.
- 9) Supervisory duties including evening and summer supervision
- a) Please see section 1.05 for more information on Evening Supervisors
  - b) Please see section 1.06 for more information on Online Supervisors.
  - c) Please see section 1.07 for more information on Summer Supervisors
- 10) Evaluate dual enrollment faculty

- a) A Residential or Adjunct Faculty member assigned to evaluate a Dual Enrollment Instructor will be paid one hundred seventeen dollars and 50 cents (\$117.50) per evaluation. (FA 10.4.12)
- b) Compensation for supervision of dual enrollment falls under the guidelines outlined in FA Article 7.2.7.

## Section 1.02 – Chair of Chairs

### (a) Eligibility

The Chair of Chairs should 1) be a current Division Chair, and 2) preferably have finished at least one full term as Division Chair OR equivalent leadership experience.

### (b) Selection

Any Division Chair meeting the eligibility criteria can self-nominate to serve as a Chair of Chairs. They are selected by a simple majority through an anonymous vote by the Division Chairs, presided over by the VPAA and/or Faculty Senate President. This election process typically occurs during the last Division Chair meeting of the Spring semester, and the self-nomination period opens one week before this meeting.

Chair of Chairs may be removed before their term is over through a recall vote initiated by any single Division Chair. The VPAA and/or Faculty Senate President will preside over the voting process. If a majority of anonymous votes cast by Division Chairs is in support of the recall, the Chair of Chairs will be removed, and a new Chair of Chairs will be elected in the following month's meeting.

If the Chair of Chairs is unable to finish their term for any other reason, they shall inform the VPAA or designee of their decision, who will seek requests for self-nomination one week before the upcoming Division Chair meeting.

### (c) Number

There can be up to two Chair of Chairs serving concurrently.

### (d) Term

Chair of Chairs are elected to a two-year term. If there are two Chair of Chairs serving concurrently, their terms will be staggered.

### (e) Compensation

Each Chair of Chairs shall receive 1 load hour of reassigned time (or equivalent) per semester (Fall, Spring and Summer)

### (f) Duties

The Chair of Chairs will represent the perspective of Division Chairs at various college level committees including but not limited to the College Leadership Forum, Strategic Scheduling, Fields of Interest and Finance and Budget Committees. They shall assist the VPAA in setting the

agenda for the Division Chair meetings and run the Division Chair meeting in the absence of the VPAA. They shall relay Division Chairs concerns to the administrative team and support new Division Chairs through the Faculty Leadership Academy.

During times of Academic Affairs leadership transition, the Chair of Chairs may be requested to step in to perform additional duties, based on need. Additional compensation shall be determined based on the scope of role and expected duties.

#### (g) Division Chair Meetings

The VPAA with support from the Chair of Chairs, hold monthly Division/Department Chairs meetings for all Division/Department Chairs. Program Directors and other Divisional/Departmental faculty leaders may also be specifically invited to these meetings based on the specific agenda set. However, Division/Department Chair Meetings are open to all Residential Faculty as non-voting attendees. The Division/Department Chairs may hold executive sessions for discussions. No policy and/or instructional decisions may be made in these executive sessions.

### Section 1.03 Occupational Program Directors (OPDs)

#### (a) Eligibility

Any Residential or Adjunct Faculty in a Division/Department can serve as an Occupational Program Director

#### (b) Selection

For programs that already have an OPD, the selection of a new OPD when the current one retires, or steps down is done based on the interest and capacity of the other Residential or Adjunct Faculty in the program (FA 7.3). For new OPD positions, the Division/Department Chair in consultation with the Division/Department faculty will identify who will serve in that role. The OPD shall be appointed by the VPAA and the Division/Department Chair. For more information, check the respective Division/Department Charter.

#### (c) Term Length

The length of such appointment shall be three years with the term extended with the consensus of the VPAA, the Division/Department Chair, and the OPD. If an OPD and the Division/Department Chair are the same person, the Division/Department Chair selection processes will be used to select the OPD.

#### (d) Evaluation

The Program Director shall be evaluated in the Spring of each year in a manner prescribed by the appropriate VP and Division/Department Chair (FA 7.3.2). At PVCC, this evaluation process is the same as the Division/Department Chair evaluation, and must include successful completion of any accreditation requirements. A Program Director can be removed before the term is over by using the same process as the Division/Department Chair removal process except limiting the voting members to the program and the Division/Department Chair.

(e) Compensation:

- (i) OPDs at PVCC shall receive 3 load hours reassigned time (or equivalent) per semester (Fall and Spring). This is in addition to the compensation specified in the Faculty Agreement.
- (ii) If an Instructional Council or external accrediting body requires specific loading, PVCC will comply. For instance, the Nursing Program Director receives 15 load hours of reassigned time per semester and this is due to the requirement of the Arizona State Board of Nursing, which approves the nursing programs in the state, and specifies that the Nursing Program Director cannot teach.
- (iii) For programs that are accredited, OPDs shall receive an additional 3 load reassigned time (or equivalent) per semester for each level of accreditation. For instance, if a program has to be accredited at the state level, the total compensation for the OPD would be 6 load hours (or equivalent) per semester. For programs that include state and national levels of accreditation, the OPD shall receive 9 load hours of reassigned time per semester. OPDs receiving additional load for accreditation work are expected to perform the following duties:
  - 1) Ensure the program adheres to standards, policies, and procedures of the accrediting body.
  - 2) Facilitate accreditation visits and produce accreditation reports/submissions.
  - 3) Address any concerns of the external accrediting body
- (iv) OPDs managing external grants may also receive additional reassigned time beyond the 3 load hours per semester as specified in the Division Charters.

(f) Duties

**Occupational Program Directors shall perform the following duties, as generalized in the Faculty Agreement, and specialized here:**

- (i) Oversee Occupational Programs (e.g. supervise faculty and staff, administer Advisory Council meetings)
  - 1) Coordinate development of program catalog materials
  - 2) Advise students
  - 3) Organize and maintain a program advisory council
  - 4) Create and maintain relationships and opportunities for workforce development
- (ii) Coordinate completion of required program reports (e.g. Program Reviews)
  - 1) Conduct long-term planning in cooperation with program faculty to determine:
    - a) Staffing requirements including:

- i) *Residential Faculty*
    - ii) *Adjunct Faculty*
    - iii) *Support Staff*
    - iv) *Part-time Employees*
    - v) *Administration*
  - b) Technology requirements
  - c) New program/course development
  - d) Program/course modification and assessment
  - e) Impact and coordination of program and course development and/or modification on existing and proposed programs and services
- 2) Complete Program Reviews every three years with reflections on the success, opportunities, challenges, and threats to the program.
- (iii) Recruit, mentor, and evaluate Adjunct Faculty
- (iv) Plan, manage, and oversee the program schedule
- 1) Build all class schedules based on faculty input and student need
  - 2) Coordinate with faculty the selection, ordering, and availability of textbooks for the program
- (v) Ensure allocated resources are used effectively and efficiently.
- 1) Work with program budgets
  - 2) Submit budget and capital equipment requests based on program faculty and staff input
- (vi) Facilitate selection of the appropriate Instructional Council(s) representative(s)

In addition to the above, the Occupational Program Director might typically perform the following delegable duties of the Division/Department Chair:

- (i) Chair Residential Faculty position search committees for hiring within the program
- (ii) Supervise and support Residential and Adjunct Faculty within the program
- (iii) Evaluate Probationary Residential Faculty within the program in accordance with the Faculty Agreement
- (iv) Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual.
- (v) Review and provide final approval for the selection of Adjunct Faculty

While the Occupational Program Director may *support* the Division/Department Chair with the following, they may NOT take the lead on the following non-delegable duties of the Division/Department Chair:

- (i) Address, manage and work to resolve conflicts
- (ii) Manage and work to resolve formally registered student concerns.

#### Section 1.04 Academic Program Director (APD)

##### (a) Eligibility

Any Residential or Adjunct Faculty in a Division/Department can serve as an Academic Program Director

##### (b) Selection

For programs that already have an APD, the selection of a new APD when the current one retires, or steps down is done based on the interest and capacity of the other Residential or Adjunct Faculty in the program (FA 7.3). For new APD positions, the Division/Department Chair in consultation with the Division/Department faculty will identify who will serve in that role. The APD shall be appointed by the VPAA and the Division/Department Chair. For more information, check the respective Division/Department Charter.

##### (c) Term Length

The length of such appointment shall be three years with the term extended with the consensus of the VPAA, the Division/Department Chair, and the APD. If an APD and the Division/Department Chair are the same person, the Division/Department Chair selection processes will be used to select the APD.

##### (d) Evaluation

The Program Director shall be evaluated in the Spring of each year in a manner prescribed by the appropriate VP and Division/Department Chair (FA 7.3.2). At PVCC, this evaluation process is the same as the Division/Department Chair evaluation. A Program Director can be removed before the term is over by using the same process as the Division/Department Chair removal process except limiting the voting members to the program and the Division/Department Chair.

##### (e) Compensation:

At PVCC, Academic Program Directors receive 3 load hours of reassigned time during Fall and Spring semesters.

##### (f) Duties:

Each Academic Program Director shall perform the following duties, as generalized in the Faculty Agreement and specialized here:

- (i) Oversee Academic Programs (e.g. supervise faculty and staff)
  - 1) Coordinate development of program catalog materials
  - 2) Advise students
- (ii) Coordinate completion of required program reports (e.g. Program Reviews)
  - 1) Conduct long-term planning in cooperation with program faculty to determine:

- a) Staffing requirements including:
    - i) *Residential Faculty*
    - ii) *Adjunct Faculty*
    - iii) *Support Staff*
    - iv) *Part-time Employees*
    - v) *Administration*
  - b) Technology requirements
  - c) New program/course development
  - d) Program/course modification and assessment
  - e) Impact and coordination of program and course development and/or modification on existing and proposed programs and services
- 2) Complete Program Reviews once every three years with reflections on the success, opportunities, challenges, and threats to the program.
- (iii) Recruit, mentor, and evaluate Adjunct Faculty
  - (iv) Plan, manage, and oversee the program schedule
    - 1) Build all class schedules based on faculty input and student need
    - 2) Coordinate with faculty the selection, ordering, and availability of textbooks for the program
  - (v) Ensure allocated resources are used effectively and efficiently.
    - 1) Work with program budgets
    - 2) Submit budget and capital equipment requests based on program faculty and staff input
  - (vi) Facilitate selection of the appropriate Instructional Council(s) representative(s)

**In addition to the above, the Academic Program Director might typically perform the following delegable duties of the Division/Department Chair:**

- (i) Chair Residential Faculty position search committees for hiring within the program
- (ii) Supervise and support Residential and Adjunct Faculty within the program
- (iii) Evaluate Probationary Residential Faculty within the program in accordance with the Faculty Agreement
- (iv) Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual.
- (v) Review and provide final approval for the selection of Adjunct Faculty

While the Academic Program Director may *support* the Division/Department Chair with the following, they may NOT take the lead on the following non-delegable duties of the Division/Department Chair:

- (i) Address, manage and work to resolve conflicts
- (ii) Manage and work to resolve formally registered student concerns.

#### Section 1.05 Evening Supervisors:

##### (a) Eligibility

Any Residential or Adjunct Faculty in the Division/Department can serve as an Evening Supervisor.

##### (b) Selection

Evening Supervisor is a self-nominated position and is appointed on a yearly basis by the Division/Department Chair. The classes and sections supervised by an Evening Supervisor are determined by the Division/Department Chair. Division/Department Chairs may serve as Evening Supervisors.

##### (c) Term Length

The Evening Supervisor is an academic year appointment. The Evening Supervisor serves at the discretion of the Division/Department Chair and, if necessary, may be removed by the Division/Department Chair, prior to the end of term.

##### (d) Evaluation

The Evening Supervisor shall be evaluated in the Spring of each year in a manner prescribed by the appropriate VP and Division/Department Chair. At PVCC, this evaluation process is the same as the Division/Department Chair evaluation.

##### (e) Compensation

Compensation will be at the rate of two-tenths (0.2) load hour per section, with concurrent sections calculated as a single section, not to exceed thirty (30) sections per semester. Compensation for Service Faculty will be based on the number of Service Faculty contract hours at the rate of two-tenths (0.2) load hour per contract hour, not to exceed thirty (30) hours per semester per supervisor. Supervisors are not compensated for supervising sections they teach in the evening program.

##### (f) Duties

Evening Supervisor shall perform the following delegable duties of the Division Chair as articulated in the Faculty Agreement:

- (i) Review and provide final approval for the selection of evening Adjunct Faculty
- (ii) Supervise and support evening Adjunct Faculty
- (iii) Plan, manage and oversee the Division/Department evening class schedule

In addition, the Evening Supervisor shall be required to perform the following duties:

- (iv) Support the Division/Department Chair with resolving student, staff or community complaints or issues
- (v) Assist the Division/Department Chair with textbook ordering
- (vi) Conduct evening faculty meetings, if needed
- (vii) While it is not expected that Evening Supervisors will be on campus every week, they shall be available in-person and on-site to faculty, staff, and students in the evening program,
  - 1) during the initial meetings of classes, and
  - 2) on a periodic basis through the remainder of the semester,
  - 3) in accordance with the posted schedule (days and hours). This posted schedule
    - a) shall be determined in collaboration with the Division/Department Chair, Program Directors, or appropriate instructional administrator, as appropriate.
    - b) shall be reflective of class meeting times or, in the case of service faculty, evening hours of operation.
- (viii) Evening Supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

#### Section 1.06 Online Supervisors:

##### (a) Eligibility

Any Residential or Adjunct Faculty in the Division/Department can serve as an Online Supervisor.

##### (b) Selection

Online Supervisor is a self-nominated position and is appointed on a yearly basis by the Division/Department Chair. The classes and sections supervised by an Online Supervisor are determined by the Division/Department Chair. Division/Department Chairs may serve as Online Supervisors.

##### (c) Term Length

The Online Supervisor is an academic year appointment. The Online Supervisor serves at the discretion of the Division/Department Chair and, if necessary, may be removed by the Division/Department Chair, prior to the end of term.

(d) Evaluation

The Online Supervisor shall be evaluated in the Spring of each year in a manner prescribed by the appropriate VP and Division/Department Chair. At PVCC, this evaluation process is the same as the Division/Department Chair evaluation.

(e) Compensation

Compensation will be at the rate of two-tenths (0.2) load hour per section, with concurrent sections calculated as a single section, not to exceed thirty (30) sections per semester. Compensation for Service Faculty will be based on the number of Service Faculty contract hours at the rate of two-tenths (0.2) load hour per contract hour, not to exceed thirty (30) hours per semester per supervisor. Supervisors are not compensated for supervising sections they teach in the online program.

(f) Duties

Online Supervisor shall perform the following delegable duties of the Division Chair as articulated in the Faculty Agreement:

- (i) Review and provide final approval for the selection of online Adjunct Faculty
- (ii) Supervise and support online Adjunct Faculty
- (iii) Plan, manage and oversee the Division/Department online class schedule

In addition, the Online Supervisor shall be required to perform the following duties:

- (iv) Support the Division/Department Chair with resolving student, staff or community complaints or issues
- (v) Assist the Division/Department Chair with textbook ordering
- (vi) Conduct online faculty meetings, if needed
- (vii) While it is not expected that Online Supervisors will be on campus every week, they shall be available virtually and synchronously to Faculty, staff, and students in the online program,
  - 1) during the initial meetings of classes, and
  - 2) on a periodic basis through the remainder of the semester,
  - 3) in accordance with the posted schedule (days and hours). This posted schedule
    - a) shall be determined in collaboration with the Division/Department Chair, Program Directors, or appropriate instructional administrator, as appropriate.
    - b) shall be reflective of class begin and end dates
- (viii) Online Supervisors will be available via e-mail and/or phone when the classes they supervise are in session and will make their contact information available to those they supervise.

### Section 1.07 Summer Supervisors:

#### (a) Eligibility

Any Residential or Adjunct Faculty in the Division/Department can serve as a Summer Supervisor

#### (b) Selection

Summer Supervisor is a self-nominated position and is appointed on a yearly basis by the Division/Department Chair. The classes and sections supervised by a Summer Supervisor are determined by the Division/Department Chair. Division/Department Chairs may serve as Summer Supervisors.

#### (c) Term Length

The Summer Supervisor is an academic year appointment. The Summer Supervisor serves at the discretion of the Division/Department Chair and, if necessary, may be removed by the Division/Department Chair, prior to the end of term.

#### (d) Evaluation

The Summer Supervisor shall be evaluated in the Fall of each year in a manner prescribed by the appropriate VP and Division/Department Chair. At PVCC, this evaluation process is the same as the Division/Department Chair evaluation.

#### (e) Compensation

Compensation will be at the rate of two-tenths (0.2) load hour per section, with concurrent sections calculated as a single section, not to exceed thirty (30) sections per semester. Compensation for Service Faculty will be based on the number of Service Faculty contract hours at the rate of two-tenths (0.2) load hour per contract hour, not to exceed thirty (30) hours per semester per supervisor. Supervisors are not compensated for supervising sections they teach in the summer program.

#### (f) Duties

Summer Supervisor shall perform the following delegable duties of the Division Chair as articulated in the Faculty Agreement:

- (i) Review and provide final approval for the selection of summer Adjunct Faculty
- (ii) Supervise and support summer Adjunct Faculty
- (iii) Plan, manage and oversee the Division/Department summer class schedule

In addition, the Summer Supervisor shall be required to perform the following duties:

- (iv) Support the Division/Department Chair with resolving student, staff or community complaints or issues
- (v) Assist the Division/Department Chair with textbook ordering
- (vi) Conduct summer faculty meetings, if needed

- (vii) While it is not expected that Summer Supervisors will be on campus every week, they shall be available in-person and on-site to faculty, staff, and students in the summer program,
  - 1) during the initial meetings of classes, and
  - 2) on a periodic basis through the remainder of the semester,
  - 3) in accordance with the posted schedule (days and hours). This posted schedule
    - a) shall be determined in collaboration with the Division/Department Chair, Program Directors, or appropriate instructional administrator, as appropriate.
    - b) shall be reflective of class meeting times or, in the case of service faculty, summer hours of operation.
- (viii) Summer Supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

### Section 1.08 Lead Faculty Supervisor

#### (a) Eligibility

Any Residential or Adjunct Faculty in the Division/Department can serve as a Lead Faculty Supervisor.

#### (b) Selection

Lead Faculty Supervisor is a self-nominated position and is appointed on a yearly basis by the Division/Department Chair. The disciplines, classes and sections supervised by a Lead Faculty Supervisor are determined by the Division/Department Chair. Division/Department Chairs may serve as Lead Faculty Supervisor.

#### (c) Term Length

The Lead Faculty Supervisor is an academic year appointment. The Lead Faculty Supervisor serves at the discretion of the Division/Department Chair and, if necessary, may be removed by the Division/Department Chair, prior to the end of term.

#### (d) Evaluation

The Lead Faculty Supervisor shall be evaluated in the Spring of each year in a manner prescribed by the appropriate VP and Division/Department Chair. At PVCC, this evaluation process is the same as the Division/Department Chair evaluation.

#### (e) Compensation

Compensation will be at the rate of two-tenths (0.2) load hour per section, with concurrent sections calculated as a single section, not to exceed thirty (30) sections per semester. Compensation for Service Faculty will be based on the number of Service Faculty contract hours at the rate of two-tenths (0.2) load hour per contract hour, not to exceed thirty (30) hours per semester per supervisor. Supervisors are not compensated for supervising sections they teach.

(f) Duties

Lead Faculty Supervisors shall perform the following delegable duties of the Division Chair as articulated in the Faculty Agreement:

- (i) Review and provide final approval for the selection of Adjunct Faculty in a specific discipline or cluster of disciplines
- (ii) Supervise and support Adjunct Faculty in a specific discipline or a cluster of disciplines
- (iii) Plan, manage and oversee the Division/Department class schedule in a specific discipline or a cluster of disciplines

In addition, the Lead Faculty Supervisor shall:

- (iv) Support the Division/Department Chair with resolving student, staff or community complaints or issues
- (v) Assist the Division/Department Chair with textbook ordering
- (vi) Conduct discipline (cluster of discipline) faculty meetings, if needed
- (vii) While it is not expected that Lead Faculty Supervisors will be on campus every week, they shall be available in-person and on-site to faculty, staff, and students in the specific discipline or cluster of disciplines,
  - 1) during the initial meetings of classes, and
  - 2) on a periodic basis through the remainder of the semester,
  - 3) in accordance with the posted schedule (days and hours). This posted schedule
    - a) shall be determined in collaboration with the Division/Department Chair, Program Directors, or appropriate instructional administrator, as appropriate.
    - b) shall be reflective of class meeting times and/or class begin and end dates.
- (viii) Lead Faculty Supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and/or in session and will make their contact information available to those they supervise.

(g) Conflicts in Supervision

In instances where there are multiple Supervisors in a Division/Department and classes that may fall under the supervision of more than one Supervisor (for instance, Online Supervisor and Lead Faculty Supervisor), the Lead Faculty Supervisor shall be determined as the Supervisor for such classes.

Section 1.09 Assistant Chairs

(a) Eligibility

Any Residential Faculty who has completed one full year of service in a Division/Department can serve as an Assistant Chair.

## (b) Selection

The Division Chair may select one or more Assistant Chairs from the Faculty of the Division/Department, in consultation with the faculty of the Department / Division, based on the needs of the Division.

## (c) Term Length

The Chair may revoke or renew delegated duties each semester according to the process outlined in the Division/Department Charter (FA 7.2.6)

## (d) Evaluation

The Assistant Chair shall be evaluated in the Spring of each year in a manner prescribed by the appropriate VP and Division/Department Chair. At PVCC, this evaluation process is the same as the Division/Department Chair evaluation.

## (e) Compensation:

Compensation for Delegated Duties Chair duties delegated to Residential and Adjunct Faculty within the Division/Department shall be appropriately compensated as determined collaboratively by the Chair, the faculty member delegated the duty, and the VPAA, or designee (FA 7.2.5).

While the Faculty Agreement states that *“The College Plan will include a process by which the appropriateness of compensation for delegated work will be periodically reviewed to ensure relative consistency. (7.2.5)”*, specific details will be captured in the next iteration of this document based on how individual Division Charters lay the groundwork on compensation for delegated work.

## (f) Duties

Any of the delegable duties of the Division/Department Chair, based on the needs of the Division/Department and as directed by the Division Charter.

### Section 1.10 Residential Faculty

Should a Residential Faculty position become vacant, every effort shall be made to fill that Residential Faculty position in a timely manner. The VPAA shall meet with the Division/Department Chair to determine if there is a demonstrated need within the same discipline(s) as the vacated/vacant position. If the need is demonstrated, the position shall remain with the Division/Department to be filled in the specific discipline(s). If there is not a demonstrated need within the discipline(s), the position shall be returned to the Faculty Staffing Committee for allocation during the regular faculty staffing process. The final recommendation regarding the position (whether it is filled in the same discipline or returned to the Faculty Staffing Committee) shall be forwarded to the College President for final approval.

Section 1.11 Addition of New Course Prefixes:

As new prefixes are added to the course offerings at PVCC, the VPAA shall consult with the Division/Department Chairs for assignment of the new prefixes to the appropriate Division/Department.

# Article II. Process for Modifying the Academic Structures

The information that follows details the procedures for modifying the current Division/Department structure to convert into more than one Division/Department or to convert into Divisions with Departments.

## Section 2.01 Transition Status

- (i) A Division/Department that plans to reorganize shall write a specific plan consistent with this Academic Structures Policy and describe the structures and procedures for the reorganization in terms of:
  - 1) Division Chair responsibility for curriculum, personnel, budget, and general administrative tasks
  - 2) Department Chair responsibility for curriculum, personnel, budget, and general administrative tasks
  - 3) Division/Department faculty leadership responsibility for curriculum, personnel, budget, and general administrative tasks
  - 4) Procedures for resolution of conflicts between Division Chair and Department Chair(s) and/or conflicts between Departments within the Division
  - 5) Procedures for elections and removal from office of Division Chair and Department Chair(s) compatible with PVCC Faculty Senate procedures on these topics
  - 6) Selection and removal of Evening/Online/Summer Supervisors consistent with this Academic Structures Policy.
- (ii) A Division shall be designated a "transition division" during the time that it is reorganizing. A Division shall become a transition division when a motion is passed in a Division meeting by the Residential Faculty members with a 3/5 majority vote. The adjunct faculty will be consulted about the changes. Once the motion passes, the Division Chair shall deliver the motion to the VPAA who shall forward a copy of the motion with a recommendation to the College President. A copy of the motion will also be sent to the Faculty Senate President. The motion shall specify how the Division wishes to reorganize. The reorganization shall become effective when the proposed structure has been approved by the Division Residential Faculty and the College President.
- (iii) While in transition status, the Division shall establish that it is feasible and beneficial for the Division to reorganize by demonstrating to the College President that the Division meets the following criteria:

- 1) Sufficient number of Residential Faculty in each of the proposed Departments or separate Divisions ("sufficient number" is based on justification by the Division, not a specific, predetermined number)
- 2) Similarity of issues or other common interests to ensure the ability for a specified grouping of faculty and teaching disciplines to operate as Departments or as separate Division
- 3) Documentation of the budget impact of the proposed reorganization
- 4) An acceptable plan to distribute existing Division budget, classroom, staff, and other resources so that each of the newly created Divisions, or Departments within Divisions will be able to operate effectively
- 5) Justification that the restructuring is to the overall advantage of the Division, the college, and the students
- 6) Specification of an implementation date.

### Section 2.02 Approval Process

Approval of the reorganization plan shall be by majority vote of the Faculty and Staff members of the Division/Department. Faculty who are qualified to vote in Division/Department Chair elections are qualified to vote for the reorganization plan. The reorganization plan must be approved by the College President.

## **Article III. General Structure of the Divisions or Divisions with Departments**

### **Section 3.01 Self-determination of Division structure**

Each Division shall have flexibility to determine the details of its own Division/Department structure, and this structure may be different from that of the other Divisions.

### **Section 3.02 Organization overview**

- (i) The specific plan for Divisions with Departments shall include details consistent with this Academic Structures policy.
- (ii) Compensation, reassigned time, and salary for Division/Department Chairs shall be consistent with the Faculty Agreement and reviewed by the College President on an annual basis.
- (iii) The revised structure shall specify the distribution of disciplines into Departments.
- (iv) Residential Faculty will be considered to be in the Division/Department in which they are assigned in the Human Capital Management System.

### **Section 3.03 Revisions to the Division/Department structure**

- (i) By 3/5 vote of the entire Division, or by 2/3 vote of a single Department, the Division/Department structure shall be subject to review and revisions
- (ii) Revisions must be approved by 3/5 vote of the Residential Faculty in the Division and approved by the College President
- (iii) The adjunct faculty will be consulted about the changes.
- (iv) Such review and revision shall not occur more than once every two academic years.

### **Section 3.04 Responsibilities of the Chairs**

- (i) Each Division with Departments shall include in its specific Division model the duties of the Division Chair, the Department Chair(s), and other faculty leaders.
- (ii) Two guiding principles shall apply:
  - 1) The distribution of duties and workload shall be consistent with the distribution of supervision pay and reassigned time.
  - 2) Provision shall be made for resolution of conflicts between the Division Chair, the Department Chair(s), and other faculty leaders.

## **Article IV. Faculty Representation**

The Faculty Senate President and President-Elect are the primary representatives of the faculty for the college. The President will receive, at a minimum, the standard compensation identified in the Faculty Agreement during the Fall and Spring semesters. The President-Elect will receive 3 hours reassign time during the Fall and Spring. They will each receive at least three load hours for summer duties. Selection, term limits, duties, responsibilities, and privileges of these two roles are defined in the Faculty Senate Constitution.

Faculty representatives strive to adhere to the highest ethical standards in their duties on the Faculty Senate and to avoid conflicts of interest. A conflict of interest is defined as circumstances in which there is a risk that a current or past relationship compromises, or could have the appearance of compromising judgment or that personal benefit may be derived from actions or decisions made in an official capacity. If a Senator believes they have a conflict of interest, they must recuse themselves from acting or making a decision on the issue at hand. If the Faculty Senate President recuses, the Faculty Senate President-Elect will act as the President. If the Faculty Senate President-Elect recuses, the Faculty Senate President may appoint a designee to fulfill the President-Elect's duties.

## **Article V. New Faculty Experience**

In alignment with the Faculty Agreement, first year probationary faculty will be provided a minimum of one semester of college orientation and training at PVCC. As such, first year probationary and any probationary transfer faculty will be granted three (3) load hours of reassigned time during their first semester to engage in training and orientation involving 1) teaching, service and professional development expectations of full-time faculty at PVCC as well as the 2) PAR / PARC and IDP review process to ensure a successful transition to appointive status and/or to acclimate to PVCC culture and processes.

Academic Officers who conduct faculty evaluations must have experience teaching in a college environment.

# Article VI. Amendments

This document should be reviewed on a regular basis and amended as needed to ensure that it addresses the changing needs of the institution.

## Section 6.01 Amendment Procedures

- (i) Proposed amendments to this document may be brought before the Faculty Senate at any general or special PVCC Faculty Senate meeting.
- (ii) After discussion of the proposed amendments by the Senate, a simple majority of the votes cast by PVCC Appointive and Probationary Residential Faculty members in agreement with the amendments will constitute a recommendation for approval of the proposed amendments. If a simple majority is not obtained, the proposed amendment is not adopted.
- (iii) The approved recommendations will be shared with the PVCC Adjunct Faculty Representative(s) for feedback or comments for consideration.
- (iv) The final recommendations will be presented to the College President via the VPAA for final approval.
- (v) If changes are made by the College President, the revised amendments will come back to the Faculty Senate for ratification.

## Section 6.02 Amendment Actions

- (i) Revisions to allow for minor corrections or clerical updates to this document that do not materially change intent may be approved by the Faculty Senate and not require a vote of the general faculty unless the Faculty Senate determines otherwise.
- (ii) The Faculty Senate will monitor the language of this document to ensure compliance with mandates from the Maricopa County Community College District Governing Board, the District office, and employee policy manuals. Where such mandates and this document differ, the Faculty Senate shall seek resolution either in changed practice, proposed amendments to the policies, or both. Revisions to comply with these mandates may be approved by the Faculty Senate, and not require a vote of the general faculty, unless the Faculty Senate determines otherwise.

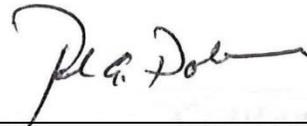
As per Article I of the Maricopa Community Colleges' **2021-2022 Faculty Agreement**, the College Plan is a document developed by the college's Residential Faculty, in collaboration with its Adjunct Faculty and Administration, and approved by the College President. It describes the selection, evaluation, duties, and responsibilities of the Department/Division Chair, and the duties and responsibilities of other Faculty roles, including the Occupational Program Director. This revision of the Paradise Valley Community College's College Plan was ratified by and all PVCC Residential Faculty vote on May 03, 2021, amended by the College President and ratified by the PVCC Faculty Senate on May 18, 2021 and submitted to the President of Paradise Valley Community College for his approval, signature, and date as indicated below:



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Dr. Raji Lauffer, Faculty Senate President  
Paradise Valley Community College, 2021-2022

Date: May 25, 2021



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Dr. Paul Dale, College President  
Paradise Valley Community College

Date: May 27, 2021

# Appendix A

## (Future) Links to Division Charters

- Behavioral Science
- Business and Information Technology
- Communication, Humanities and Languages
- Counseling and Personal Development
- English
- Fine and Performing Arts
- Health and Exercise Science
- Library
- Mathematics
- Science
- Social Science

## (Future) Links to Charters for *Standing* Committees with faculty leads or co-leads

- Assessment of Learning Team (ALT)
- College Research and Review Committee (College IRB)
- Curriculum Committee
- Diversity, Equity, Inclusion and Engagement (DEIE)
- International and Intercultural Education Committee (IIE)
- Learning Communities
- Open Education Resources (OER) Team
- Peer Assistance and Review Committee (PARC)
- Service Learning Committee
- Science, Technology, Engineering, Arts and Mathematics (STEAM) Committee
- Success by Design
- Technology Coordinating Team (TCT)

## Appendix B

In addition to the faculty leadership positions specified in Article I of this document, each Division/Department may include other leadership positions (coordinators, managers, etc.). Please refer to the Division Charters for specific roles and compensation information.

The following table captures compensation information for continuing faculty leadership positions at the college level. The standard process for filling these positions will involve an open call to residential faculty. Positions not stipulated in the Faculty Agreement and the PVCC Faculty Senate Constitution are filled per the open process with the approval of the VPAA or designee. The VPAA or designee will provide reasonable advance notice to the faculty serving in the leadership role if the role will not be filled. Ideally, notice will be given at least a semester in advance. The numbers under Compensation/Reassigned Time denote the baseline/minimum compensation for faculty serving in these roles. The College President may increase the amounts based on additional work assigned.

<b>Title</b>	<b>Compensation / Reassigned Time</b>	<b>Term</b>
<b>Committee Chairs</b>	Refer to Committee Charters	Refer to Committee Charters
<b>Curriculum Development Facilitator</b>	6 load hours per semester for Fall and Spring	
<b>CTL Faculty Co-Director</b>	6 load hours per semester for Fall and Spring (Summer hours based on workload)	Once every two years (current term ends Spring 2023)
<b>Dual Enrollment Faculty Liaison (Black Mountain Campus)</b>	3 load hours per semester for Fall, Spring and Summer	
<b>Faculty Lead (Black Mountain Campus)</b>	3 load hours per semester for Fall and Spring (Summer hours based on workload)	
<b>Faculty Senate President</b>	3 load hours in Summer ( <i>in addition</i> to hours for Fall and Spring as specified in FA)	One year (ends Spring of every year)
<b>Faculty Senate President-Elect</b>	3 load hours per semester / term for Fall, Spring and Summer	One year (ends Spring of every year)
<b>FPG - Travel Representative</b>	1.5 load hours per semester for Fall and Spring ( <i>in addition</i> to hours specified in FA)	Once every three years (current term ends Spring 2022)
<b>FPG - Sabbatical Representative</b>	1.5 load hours per semester for Fall and Spring ( <i>in addition</i> to hours specified FA)	Once every three years (current term ends Spring 2024)

<b>General Faculty Developer</b>	3 load hours per semester for Fall and Spring (contract pay for summer work)	Once every three years (current term ends Spring 2024)
<b>Honors Director(s)</b>	9 load hours per semester for Fall and Spring (Summer hours by contract)	
<b>International Education Director</b>	3 load hours per semester for Fall and Spring	
<b>Online Coordinator</b>	3 load hours per semester for Fall and Spring	
<b>PAR Facilitator / FYE Coordinator</b>	6 load hours per semester for Fall and Spring (contract pay for summer work)	Once every three years (current term ends Spring 2024)
<b>PTK Advisor</b>	1 load hour per semester / term for Fall, Spring and Summer	