

# ESTRELLA MOUNTAIN COMMUNITY COLLEGE



## College Plan

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# Section 1 Introduction

The College Plan was developed by the Estrella Mountain Community College Residential Faculty and submitted to the EMCC President for approval. This document represents policies, procedures, and practices adopted by the college which have been vetted through Faculty Senate (See College Plan Section 10), presented to Administration, and agreed upon by both parties.

The original EMCC College Plan was signed in May 1997. Revisions of this plan occurred in Spring 1999, Spring 2004, Fall 2005, Spring 2007, Spring 2008, Fall 2008, Spring 2009, Spring 2011, Spring 2012, Spring 2019, Spring 2022, and Summer 2023. Original copies of these documents are available in the EMCC Office of the President.

## Section 1.1 Shared Governance

EMCC practices shared governance, defining it as an active practice of a broad communication process in which faculty, staff, administrators, and other stakeholders are involved, consulted, and collaboratively and constructively engaged in college decision-making and priority setting.

## Section 1.2 [Diversity, Equity, and Inclusion](#)

Estrella Mountain Community College faculty are committed to supporting diversity and inclusion. We use them as guides to help create and sustain vibrant and engaging learning for our students and community.

We are intentionally engaged in a purposeful and respectful learning environment that harnesses the power of diverse cultures, fosters a climate of innovation with mutual respect, and promotes an inclusive environment that affirms the unique and equitable needs of our students and campus community.

## Section 2 Definitions

### **Dates/Times**

Unless otherwise specified in this document, if something is due or closes on a specific date, then it closes at 11:59 PM Arizona Time.

### **Divisions, Instructional and Service Divisions**

The Instructional and Service Divisions (referred to as “Divisions” in the remainder of this document) are defined and organized as described in Section 3.

### **Faculty Chair**

A Faculty Chair is a Residential Faculty member as defined in the Residential Faculty Agreement with certain administrative functions as described in the Residential Faculty Agreement, College Plan, and Division Charter.

### **Division Member**

“Division Member” refers to a Residential Faculty member assigned to the Division. Whenever possible, Residential Faculty will be assigned to only one Division. If there is a need to split a load between two Divisions, the Residential Faculty member, at the time of assignment, will be given the choice of their primary Division assignment for purposes of voting.

### **Faculty Senate**

“Faculty Senate” means the EMCC Residential Faculty Senate or a successor organization. The Faculty Senate will be composed of the President, President-Elect, Past-President, Secretary, and elected Senators as per the EMCC Residential Faculty Senate Constitution and Bylaws.

### **Faculty Senate President (FSP)**

The Faculty Senate President (FSP) is the President of the EMCC Residential Faculty Senate.

### **Faculty Senate President Elect (FSPE)**

The Faculty Senate President Elect (FSPE) is the President-Elect of the EMCC Residential Faculty Senate.

### **In Good Standing**

A Residential Faculty member who meets their academic duties to and for their students, professional obligations of service to and for their division and college, and who currently are not on an improvement plan or have received disciplinary action within the past 18 months unless said action exceeds 18 months.

## **Majority/Quorum**

- A “quorum” of All EMCC Residential Faculty shall be considered the simple majority of EMCC Residential Faculty.
- A “quorum” of Faculty Senate shall be considered the simple majority of EMCC Residential Faculty senators (or senator alternates when employed).
- A “simple majority” as it pertains to voting is here defined as more than half the votes cast.
- A “2/3 majority” as it pertains to voting is here defined as at least 2/3 of the votes cast.
- A “3/5 majority” as it pertains to voting is here defined as at least 3/5 of the votes cast.
- A simple, 2/3, or 3/5 majority does not include Residential Faculty members who abstain or do not vote for All Residential Faculty votes.
- A simple, 2/3, or 3/5 majority does not include senators who abstain, are absent without an alternate, or do not vote for Faculty Senate votes.
- An abstention vote will count towards the number required to meet quorum, but will not count towards the number required to have any majority of the votes cast.

## **Memorandum of Understanding (MOU)**

Occasionally, the provisions of the College Plan will need to be temporarily adjusted to meet an immediate concern. When these instances occur, the EMCC President and Faculty Senate President will sign an MOU to address those concerns. MOUs must specifically address the sections of the College Plan that will be temporarily changed, have a clear end date, and be signed by the EMCC President and Faculty Senate President to become effective.

## **Occupational Program Director (OPD)**

An “Occupational Program Director” is a faculty member as defined in the Residential Faculty Agreement Article 1.

## **One Year Only Faculty (OYO)**

One Year Only Faculty are temporary faculty members hired for a one year contract.

## **One Semester Only Faculty (OSO)**

One Semester Only Faculty are temporary faculty members hired for a one semester contract.

## **President, EMCC President**

The “EMCC President” means the Chief Executive Officer of EMCC or their designee.

**Seniority, EMCC Seniority**

EMCC Seniority shall be based on continuous Residential Faculty employment at EMCC and shall date from the time of first paid service as a Residential Faculty member (i.e., “tenure-track date” captured in HCM as described in the Residential Faculty Agreement) at EMCC. The Faculty Senate President in consultation with the Vice President of Academic Affairs and Vice President of Administrative Services will update the EMCC Residential Faculty Seniority List each September and January. This list will be kept by the Office of the Vice President of Academic Affairs.

In the event that two or more Residential Faculty tie on the EMCC Seniority List, then the tie will be broken using a lottery of the Residential Faculty to be organized and officiated by the Faculty Senate President and Faculty Senate President Elect.

**Seniority, Division Seniority**

Each Division, through consensus, may codify in their Division Charter any additional seniority criteria to be used by that Division for any Division-specific needs (Ex: Course selection, committee selection, etc.).

## Section 3 Academic Affairs Organizational Structure

Organizational Structure of the college is determined by the Office of the President through a process of shared governance. According to the Residential Faculty Agreement, shared governance “...supports the shared vision of a community of colleges – colleges for the community – working collectively and responsibly to meet the life-long learning needs of diverse students and communities.”

### Section 3.1 Academic Affairs Organizational Structure

Academic Affairs consists of Instructional Divisions and Instructional Support Areas. See the [EMCC Organizational Chart](#) for all positions.

The Divisions within Academic Affairs are organized as follows:

- Arts and Composition
- Behavioral Sciences
- Communication and Cultural Studies
- Counseling
- Information Resources
- Instructional Computing
- Life Sciences
- Mathematics
- Modern Languages
- Nursing and Allied Health
- Occupational Education
- Physical Sciences

#### Section 3.1.1 Academic Affairs Deans

Each Academic Affairs Dean has primary leadership responsibilities of Instructional and Service Divisions (hereafter referred to as “Divisions”) and Instructional Support Areas. Depending upon the needs of students, the community, and the college, these leadership responsibilities may be realigned by the Vice President of Academic Affairs (VPAA) in consultation with Faculty Senate leadership. Such realignment recommendations will be sent to the EMCC President for consideration and final approval.

The divisional reporting structure of Academic Affairs is listed below. Changes to this structure will follow 3.1.2. or 3.1.3.

Academic Affairs Dean: STEM, CTE, and Industry Partnerships

Provides leadership for the following Divisions: Instructional Computing, Occupational Education, Nursing & Allied Health, Life Sciences, Physical Sciences, and Mathematics

Academic Affairs Dean: Liberal Arts and Academic Support

Provides leadership for the following Divisions: Arts and Composition, Behavioral Sciences, Communication and Cultural Studies, Counseling (for academic issues), Information Resources, and Modern Languages.

**Section 3.1.2 Academic Affairs Reorganization**

Upon receiving and vetting a proposal, the VPAA will organize a committee with representation from Faculty Senate, Faculty Chairs, and Academic Affairs Deans to assess and refine proposals for the reorganization of Academic Affairs through consultation and sharing with key stakeholders. Such proposals need to align with the strategic goals of the Maricopa County Community College District (MCCCD) and EMCC to meet the needs of students, the community, and the college. The committee will provide recommendations to the EMCC President for consideration and final decision. Division Reorganization does not fall under this process and follows the process as described in Section 3.2 below.

**Section 3.1.3. Temporary Changes in Academic Affairs Organizational Structure**

Temporary updates to the organizational structure of Academic Affairs will be documented via an MOU with the EMCC President and the Faculty Senate President (FSP).

**Section 3.2 Division Reorganization**

- Divisions may initiate the reorganization process at any time provided they adhere to the following timeline and regulations. To initiate the reorganization process, the discussion of reorganization shall be a formal agenda item at a regularly scheduled Division meeting.
- The administration may initiate the reorganization process at any time provided they adhere to the following timeline and regulations. To initiate the reorganization process, a discussion of reorganization shall occur between the appropriate Dean(s) and Vice-President(s) and the affected Division(s) at a regularly scheduled Division meeting.

### **Section 3.2.1 Streamlined Process for Division Reorganization**

- If the extent of the reorganization proposed is limited to a simple change to the name of the Division, does not include or imply any other changes to the Division make-up, and has no impact on any other Division, the following streamlined process may be used.
  - As with any reorganization, a simple Division name change begins as a formal agenda item at a regularly scheduled Division meeting.
  - By a 3/5 majority vote of the Residential Faculty in the Division, the proposal for simple Division name change shall proceed.
  - Given the myriad of references that occur both electronically and in print to existing Division names, Divisions are encouraged to take care in the selection of any new name to ensure its long-term viability before proposing a change.
- Any reorganization that falls outside of these criteria will require the use of the formal reorganization process detailed in Sections 3.2.2.
- Once the streamlined process is complete, the list of Divisions in Section 3.1 can be updated without a formal College Plan approval process. The updated College Plan will be signed by the FSP and the EMCC President.

### **Section 3.2.2. Detailed Process for Division Reorganization**

#### **Section 3.2.2.1 Initiation**

- A Divisional vote(s) for reorganization shall occur no later than May 1st to initiate the process.
- By a 3/5 majority vote of the Residential Faculty in each of the affected Division(s), the Division(s) structure shall be subject to reorganization.
- In the case of the creation of a Division where none currently exists, the process shall start with committee formation described in Section 3.2.2.2

#### **Section 3.2.2.2 Committee Formation**

- A Division reorganization committee hereafter referred to as “the committee”, will be created.
- The committee will consist of no less than three (3) Residential Faculty members to be determined by and from the Division(s) in question.
- In the case where there is more than one Division affected, there will be equal representation from each Division on the committee.



### Section 3.2.2.3 Proposal Development

- The committee will schedule a meeting(s) to discuss and collaboratively develop the reorganization proposal, hereafter referred to as “proposal”, with appropriate Dean(s) and Vice-President(s) using the following guidelines:

<p>Rationale for Proposal</p>	<ul style="list-style-type: none"> <li>• Justification that the restructuring is to the overall advantage of the students, the college, and the Division(s). Justification will include: best practices on academic organization that underscore student success; name of proposed Division(s) and distribution/grouping of prefixes; and how specific grouping(s) of faculty and teaching disciplines will operate as a separate Division(s). (see Division(s) Snapshot below for suggested informational items).</li> <li>• Sufficient number of Residential Faculty in each of the proposed Divisions. ("sufficient number" is based on justification, such as; student success, best practices, programmatic needs, and rules or guidelines of external governing/licensing agencies if applicable).</li> </ul>
<p>Impact on College Budget</p>	<ul style="list-style-type: none"> <li>• The documentation of the budget impact will include the following budget considerations as outlined in the Residential Faculty Agreement. <ul style="list-style-type: none"> <li>○ Impact to supervisory budget, including consideration of remuneration of Faculty Chair(s) and other Divisional supervisory roles as described in the Residential Faculty Agreement.</li> <li>○ Administrative Reassigned Time</li> <li>○ Personnel (i.e. clerical support, lab techs, adjuncts, PSA etc.)</li> </ul> </li> </ul>
<p>Resource Allocation</p>	<ul style="list-style-type: none"> <li>• Present a plan to allocate existing Division budget(s), classroom(s), facilities and other resources so that the newly created Division(s) will be able to operate effectively.</li> </ul>
<p>Division(s) Snapshot</p>	<p>The proposal may include a Divisional fact sheet addressing data including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Direct reports (e.g. Residential Faculty, Adjunct Faculty including dual enrollment, and PSA)</li> <li>• Divisional supervisory roles as described in the Residential Faculty Agreement</li> <li>• FTSE</li> <li>• Total number of evaluations per semester</li> </ul>

	<ul style="list-style-type: none"> <li>● Total number of sections currently offered per semester by Division(s)</li> <li>● Number of disciplines in current Division(s)</li> <li>● Ratio of voting representation at leadership meetings</li> <li>● Revised Organizational Chart including Dean oversight for the new Divisions</li> </ul>
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- The appropriate Vice-President(s) will inform the EMCC President and senior college leadership of the intent of the Division(s) to reorganize.
- The Dean(s) and Vice-President(s) will provide feedback to the committee based on discussions with the EMCC President.
- The committee will share the completed proposal with all faculty in the Division(s) in question.
- The completed proposal shall be submitted to the appropriate Vice-President(s) no later than October 1st.
- The appropriate Vice-President(s) shall submit the proposal to the EMCC President no later than November 1st . Official notification of the submission of the proposal and copies of the proposal will be provided to the FSP and senior college leadership at this time.

**Section 3.2.2.4 Proposal Outcome**

- No later than December 1st, the EMCC President will respond to the proposal by informing the appropriate Vice President(s) and Faculty Chair(s) in one of the following ways:
  - Approval of the Proposal
  - Approval of the Proposal Contingent upon Revisions
  - Rejection of the Proposal
- If revisions are required, the committee and the Dean(s) and Vice-President(s) will meet to collaboratively revise the proposal and resubmit to the EMCC President no later than February 1st.
- The EMCC President will respond to the revised proposal no later than February 15th.
- Following approval, the affected Division(s) will work to do the following:
  - Section 3.1 of the EMCC College Plan will be amended to reflect the new Divisional structure. The list of Divisions in Section 3.1 can be updated without a formal College Plan approval process. The updated College Plan will be signed by the FSP and the EMCC President.
  - During transition, the current Divisional structure still applies through the end of the academic year. The current Faculty Chair(s) is/are responsible for the newly created Division(s) Divisional

- plan(s) and corresponding budget(s) in accordance with college timelines.
- The newly approved Division(s) must hold Faculty Chair elections pursuant to the EMCC College Plan Section 5 and new Faculty Chairs elected no later than April 1st.
  - The newly approved Divisions must create a Division Charter and submit it to the Faculty Senate no later than May 1st.
  - If the Proposal is rejected, the EMCC President will provide rationale and justification for rejecting the proposal. After receiving rationale and justification for rejection of the proposal, the committee will be provided the opportunity to meet with the EMCC President to discuss the decision.
    - The affected Division(s) should consider the rationale and justification for rejection when considering future reorganization proposals.
    - Division(s) that deferred Faculty Chair elections pending the outcome of a reorganization proposal must hold Faculty Chair elections pursuant to the EMCC College Plan Section 4 and new Faculty Chairs elected no later than April 1st.

## Section 4 Division Supervision Budget

### Section 4.1 Purpose

The purpose of the EMCC Division Supervision Budget Committee (DSBC) is to:

- Meet the requirements as listed in Residential Faculty Agreement Article 7.
- Determine criteria for College Supervision Budget allocation for each Division.
- Recommend the Program Variability (as defined in the Residential Faculty Agreement Article 7) percentage and how that budget should be spent to the Vice President of Academic Affairs (VPAA).
- Recommend the Division Base Allocation (as defined in the Residential Faculty Agreement Article 7) percentage to the VPAA.
- Develop an equitable allocation budget model as opposed to representing the interests of any specific division.

### Section 4.2 Membership

The membership of DSBC will consist of:

- One Faculty Chair or designee from each Division.
  - It is recommended that the Faculty Chair who will be in office during the academic year in which the budget is being proposed should serve.
- Faculty Senate President (FSP) as Committee Chair, but non-voting except to break a tie.
  - If the FSP is a Faculty Chair, then the Faculty Senate President-Elect (FSPE) will serve in this role.
  - If both FSP and FSPE are Faculty Chairs, then a representative that is not a Faculty Chair will be chosen by Faculty Senate to serve in this role.
- The VPAA and Vice President of Administrative Services (VPAS) as non-voting members.
- Representatives of the Office of Planning and Institutional Effectiveness (OPIE) as non-voting members.

### Section 4.3 Voting

Each representative to the DSBC will have an equal vote with the exception of the Committee Chair, the VPAA, the VPAS, and the representatives from OPIE who are non-voting members of the committee. The DSBC Chair will vote in the event of a tie.

## **Section 4.4 Process for Budget Allocation**

The Committee will meet in the Fall semester to develop a timeline for budget allocation and make the timeline available to all members.

No later than March 15th, the DSBC will determine the following academic year's budget allocation with the approval of the VPAA and VPAS and inform Faculty Chairs in writing.

The committee needs to determine according to documented criteria:

- What percentage (0% - 10%) of the College Supervision Budget will be set aside for Program Variability.
  - Determine how that Variability Budget will be allocated.
- What percentage (30% - 40%) of the Quantitative Factors Budget will be allocated as the Base Division Allocation.

The DSBC is charged with periodic review and revision of the allocation criteria to ensure equity.

## Section 5 Faculty Chairs

- Each of the Academic Divisions as listed in Section 3 of the College Plan will have a Faculty Chair.
- In addition to duties outlined in Residential Faculty Agreement 7.2.4, the Faculty Chair will attend the meetings for Faculty Chairs, Leadership Council, Learning Team, and Academic Solutions Team.
- The number of administrative support positions per Division will be determined by the Residential Faculty Agreement 7.6 and these support positions will be at the 110 Administrative Specialist Senior level and funded during the next budget cycle after qualification if possible.

### Section 5.1 Qualifications for Faculty Chair

- Eligible candidates must meet the criteria of Residential Faculty Agreement 7.2.1 in addition to any discipline/program specific regulatory and/or accreditation requirements.

### Section 5.2 Faculty Chair Selection Process

Timeline At-A-Glance (see below for more details)

- September 1st: First call for nominations.
- September 15th: Nominations close
- First business day after September 15th: Second call for nominations if necessary.
- September 25th: List of nominees sent to Divisions.
- October 1st: Ballots sent to eligible voters of the Divisions.
- October 15th at 11:59 PM: Voting ends.
- The Faculty Chair shall be determined by an election of the Residential Faculty members within the Division.
- If a Division is in the process for possible reorganization, then Faculty Chair elections will follow the process and timeline described in Section 3.2.2.4.
- When an election for a Faculty Chair is due, the EMCC President shall, in writing no later than September 1st inform all Residential Faculty in said Divisions, including those on leave or sabbatical, and call for nominations or self-nominations of individuals eligible and willing to run for election. Nominations will close on September 15th.
- Election Process
  - In making the electronic ballots, the EMCC President will make certain all nominees meet the requirements of Section 5.1 Qualifications for Faculty Chair.
  - The EMCC President shall inform those nominated of their nomination and prepare a list of nominees which will be distributed to all Residential Faculty members in the Division no later than September 25th.

- The Office of the EMCC President, in conjunction with the Office of Planning and Institutional Effectiveness (OPIE), shall prepare for each Division an electronic ballot of nominated individuals. Elections shall be by secret ballot and distributed to all eligible voters of the Divisions no later than October 1st.
- The ballots shall be submitted by 11:59 PM (AZ time) on October 15th, such date identified on the ballot. Voters will receive a confirmation that their ballot was received.
- Results will be collected by OPIE and shared with the EMCC President, the Faculty Senate President (FSP), and the Faculty Senate President-Elect (FSPE) at the conclusion of the election timeframe.
- The new Faculty Chair shall be determined by a simple majority of votes cast.
- An announcement will be sent from the Office of the President notifying all faculty of the election results.
- There would be a runoff election in the following cases:
  - There is a tie between two or more nominees.
  - There are more than 2 nominees and neither of those who received the two highest vote tallies has a simple majority of votes cast.
  - The procedures in elections listed above will be followed in the event of a runoff election with a timeline determined by the EMCC President and the FSP
  - If there is no resolution after two elections, a lottery of the nominees involved in the runoff election, to be organized and officiated by the EMCC President and the FSP, will be held to select the Faculty Chair(s).
- In the event of no nominees or self-nominees the following will occur:
  - The EMCC President shall issue a second call for self-nominees on the first business day after September 15th in accordance with Residential Faculty Agreement 7.2.1 and 7.2.2. Nominations will close 5 business days later and elections will follow normal timelines listed above.
  - If again no nominee or self-nominee surfaces, a plan of action, agreed upon by the EMCC President, the FSP, and the Residential Faculty from that Division, will be created and followed to provide for the faculty governance of the Division.

### **Section 5.3 Term of Office**

- Each term shall be for two (2) years.
- An outgoing Faculty Chair shall be encouraged to mentor the incoming Faculty Chair.
- The Spring prior to becoming Faculty Chair, an incoming Faculty Chair will receive three (3) hours of reassigned time paid for by the College to complete College and Division specific training.
- The term of office shall begin immediately after the last day of the Spring Semester.
- A Faculty Chair can serve three (3) full consecutive terms. They may not run for a fourth consecutive term unless there are no nominees when the first call for nominees is made. Then, the residing Faculty Chair may run for reelection.

## **Section 5.4 Faculty Chair Evaluation**

- In line with Residential Faculty Agreement 7.8, each Faculty Chair shall be evaluated once annually. This includes both an evaluation by the appropriate Vice President or designee and by the faculty and staff members in the Division.
- No later than February 1st, the Faculty Chair will inform all faculty and staff of the Division about their opportunity to evaluate the Faculty Chair.
- All other supervisory roles given delegable duties will be evaluated in a manner described in the Division Charter.
- Evaluations will close on February 15th.
- A faculty Division member has a right to a conference with the Faculty Chair to discuss issues or concerns and facilitated by the appropriate Dean of Instruction, if requested by any party.
- All evaluations will be submitted to the Faculty Chair.

## **Section 5.5 Interim Faculty Chair**

- Within one week of a Faculty Chair's announcement that they will need to be away from their job for more than two weeks, an election will commence. The election will be completed, following the guidelines in Section 5.2, within two weeks. The Interim Faculty Chair will serve for the duration of the Faculty Chair's absence or until the next scheduled Faculty Chair election. The Interim Faculty Chair will take on the full responsibilities of the Faculty Chair and will be compensated a prorated amount for time served. Upon the Faculty Chair's return, the Faculty Chair will resume their duties and compensation. In the interim while an election is in process, the Division will be facilitated by the Dean overseeing the Division.

## **Section 5.6 Removal of a Faculty Chair**

- A Faculty Chair may be removed by the process outlined in the Residential Faculty Agreement 7.9.



## Section 6 Division Supervisory Roles

### Section 6.1 Establishment of Roles

- Residential Faculty Agreement 7.2.4 allows for some duties to be assigned to other supervisory roles. Due to the uniqueness of Divisions, the following will be codified in the Division Charter for each Division separately.
  - Which supervisory roles each Division will employ.
  - The duties for each supervisory role.
  - The remuneration for each supervisory role.
  - The evaluation process for each supervisory role.
  - The qualifications, selection process, and terms of each supervisory role.
  - The process for revoking or renewing duties or roles.

## **Section 7 Faculty Load and Reassigned Time**

### **Section 7.1 Reassigned Time**

EMCC operates with Shared Governance and so has standing reassigned time for Faculty Leadership positions.

### **Section 7.2. First-Year Residential Faculty Experience**

While EMCC recognizes and honors the vast and varied teaching and work experiences of all new faculty, EMCC holds the First-Year Residential Faculty Experience as a significant time for first-year Residential Faculty to focus on teaching and learning, classroom and campus dynamics, and division, campus and district climates, and as such will not be expected to incorporate auxiliary work such as committee assignments, campus initiatives/priorities, and district initiatives into their work life. Therefore, first-year Residential Faculty will be excused from the requirement to report an official service requirement (e.g. report a college or district committee that they serve on). In addition, first-year Residential Faculty will be granted three (3) hours of reassigned time in their first fall semester in residence to participate in the “New Faculty Class” offered by the PAR Facilitator/Faculty Developer. Residential Faculty in their first semester in residence are highly discouraged from teaching overloads. First-year Residential Faculty may choose to participate in leadership training programs.

Additionally, Residential Faculty who are in the First-Year Residential Faculty Experience should not serve in division supervisory roles (College Plan Section 6), but the new faculty member may provide subject matter expertise and will be compensated commensurately.

Exceptions will be granted for unusual circumstances (e.g., grant requirements, requirements of certification or accrediting bodies) and initiated by an Exception Petition of the faculty member, Faculty Chair, Dean, and VPAA to the EMCC President and Faculty Senate President (FSP) for consideration. The Exception Petition will include review of qualifications, relevant prior experience, and cite the unusual circumstance requiring the first-year Residential Faculty member to be assigned to this role. The Exception Petition will go into effect upon the approval of the EMCC President and the FSP, which will expire at the end of the academic year and be limited to a particular supervisory role and particular Residential Faculty member. Residential Faculty who serve in a division supervisory role in their first year of residential status will be supervised by the Faculty Chair and provided with appropriate training pursuant to the agreed upon responsibilities, as determined by the Division.

## **Section 7.3 Standing Reassigned Time for Residential Faculty Leadership**

Faculty leadership positions support areas of focus important to or required of EMCC. These positions require a leader with operational knowledge of instruction at EMCC to optimally facilitate the goals of each area which align to EMCC's strategic plan. Each position reports to a designated administrator and has specified reassigned time, job duties, responsibilities, and length of terms.

### **Section 7.3.1. Residential Faculty Leadership Selection Process**

The following process shall be used to fill college-wide, multi-year faculty positions with reassigned time.

#### **Section 7.3.1.1 Timeline At-A-Glance**

- September 1st : First callout for nominations to Residential Faculty
- September 15th: Nominations close.
- September 15th - October 15th: Interviews completed and position filled
- October 15th: If position not filled, second callout for nominations to Residential and Adjunct Faculty.
- November 1st: Second callout nominations close.
- November 1st - December 1st: Interviews completed and position filled.

#### **Section 7.3.1.2 Detailed Timeline and Process**

- No later than September 1st, the Vice President of Academic Affairs (VPAA) will make a first callout to Residential Faculty listing reassigned time, job duties, terms, and responsibilities along with qualifications for the reassignments from the May 1st Faculty Leadership Annual Report (see responsibilities below). Nominations will close on September 15th.
- No later than September 15th, a selection committee will be formed to select the candidate by screening the qualifications and conducting interviews. The selection committee will be composed of the VPAA or designee, the Faculty Senate President (FSP) or designee, and three additional members (at least one of whom is a Residential Faculty, preferably with related experience, as determined jointly by the VPAA and FSP or designees). Required selection committee representatives are noted in the table below and it is a best practice to include the incumbent if they are not running for the position again.
- The interview process (and screening as necessary) will be performed regardless of the number of applicants. A single applicant is not guaranteed the position. The selection committee may ask that a new callout be made if they feel no applicants meet requirements.
- No later than October 15th, interviews will be completed and a candidate identified. The preferred candidate will be selected by a majority vote of the selection committee. The selection committee will recommend their preferred candidate to the EMCC President who will make the final decision.
- If the position cannot be filled with a Residential Faculty member on the first callout, a second callout will go to Residential and Adjunct Faculty members

using the process above to serve in these roles no later than October 15th. Nominations will end on November 1st.

- No later than December 1st, interviews will be completed and a candidate identified. The preferred candidate will be selected by a majority vote of the selection committee. The selection committee will recommend their preferred candidate to the EMCC President who will make the final decision.
- If the position cannot be filled with a Residential or Adjunct Faculty member, a staff member may be appointed to the position in consultation with the VPAA or designee and the FSP or designee. The final decision will be made by the VPAA.
- If the position is filled by a non-Residential Faculty member, the term will be one year and the position will go back to a callout for Residential Faculty in the following academic year.
- Some positions (identified in the table below) cannot be filled by non-Residential Faculty members.
- These positions have defined terms (noted in the table below). One person may serve two consecutive terms and then may only be nominated for a third consecutive term if no other Residential Faculty are nominated on the first callout.
- If a position is filled by a non-Residential Faculty member for two consecutive years, then a discussion will need to be held with the Faculty Senate Leadership, in consultation with the Faculty Senate, and the VPAA. The final decision will be made by the VPAA.

#### **7.3.1.3 Process for Filling Vacated Faculty Leadership Positions**

- The Committee aligned with the leadership role in question (listed in the table below) will recruit and recommend an interim replacement. The EMCC President will either accept the recommendation or appoint a different faculty member to fill the position.
- The interim will take the position for at least the remainder of the current semester, even if the incumbent returns before the end of a semester.
- If the position is still filled by an interim when the callout comes in October, the position will go back out to the Faculty Leadership Selection Process.

#### **7.3.1.4 Responsibilities of Faculty Leadership Positions**

- If a Residential Faculty member currently in a leadership role goes on sabbatical, then their leadership position will go back to the Faculty Leadership Selection Process.
- The faculty member on reassignment will work with their Faculty Chair and the VPAA or designee to ensure that their teaching schedule does not conflict with the responsibilities of this leadership position.
- The people in these positions will complete a Faculty Leadership Annual Report in consultation with their direct report relevant to the position's responsibilities and deliverables that includes identifying changes to their duties and responsibilities. No later than May 1st of each year, this finalized Annual Report will be shared with the VPAA and Faculty Senate. The Annual Report for each leadership position will be reported at a regularly scheduled Faculty Senate meeting prior to October 1st.
- Faculty Senate will work with the VPAA to create and update a [Template for the Faculty Leadership Annual Report](#).

#### **Section 7.3.1.5 Faculty Leadership Positions Using the Interview Process**

- These positions and their reassigned time may be revised or removed and new positions created in consultation with the EMCC President, the VPAA, and the FSP.
  - As part of the College Plan Review process described in Section 10, every two years, a review of the positions and reassigned time will be completed by the Faculty Senate Leadership and the VPAA. The VPAA will consult with Faculty Senate Leadership before making the final decision.
  - The amount of reassigned time load hours per semester may change and will be documented with an MOU. The VPAA will consult with Faculty Senate Leadership before making the final decision. Reassigned time reductions will not apply to the current term. Any changes to reassigned time will be made prior to callouts.

<sup>1</sup> Only Residential Faculty members are eligible to be assigned to these positions.

<sup>2</sup> Any teaching load must be completed during the evening program or taught online.

Position descriptions (linked below) will be updated annually prior to callouts to reflect the most current May 1st Faculty Leadership Annual Report.

Reassignment Position Descriptions	Term	Reassigned Time load hours per semester	Selection Committee
<a href="#">CTL Faculty Director</a> <sup>1 2</sup>	3 years	15	<ul style="list-style-type: none"> <li>VPAA or designee.</li> <li>FSP or designee.</li> <li>3 additional members (at least 1 Residential Faculty) from Faculty Resource Action Committee for Teaching and Learning (FRACTL).</li> </ul>
<a href="#">Curriculum Development Facilitator</a> <sup>1</sup>	3 years	6	<ul style="list-style-type: none"> <li>VPAA or designee.</li> <li>FSP or designee.</li> <li>2 Residential Faculty (preferably one Academic and one Occupational).</li> <li>Representative from the Office of Instructional Services (i.e. Curriculum).</li> </ul>
<a href="#">PAR Facilitator/ Faculty Developer</a> <sup>1</sup>	3 years	9	<ul style="list-style-type: none"> <li>VPAA or designee.</li> <li>FSP or designee.</li> <li>3 additional members (at least 1 Residential Faculty) from Peer Assistance and Review Committee (PARC).</li> </ul>
<a href="#">STEM Center of Excellence (COE) Director</a> <sup>1</sup>	3 years	6	<ul style="list-style-type: none"> <li>VPAA or designee.</li> <li>FSP or designee.</li> <li>3 additional members (at least 1 Residential Faculty) from the STEM Committee.</li> </ul>
<a href="#">SAC Co-Coordinators</a> <sup>1</sup>	2 years	9 each	<ul style="list-style-type: none"> <li>VPAA or designee.</li> <li>FSP or designee.</li> <li>3 additional members (at least 1 Residential Faculty)</li> </ul>

			<p>from the Student Assessment Committee (SAC).</p> <ul style="list-style-type: none"> <li>● SAC Co-Coordinator that is not up for election is encouraged to serve.</li> </ul>
<a href="#"><u>Service Learning Coordinator</u></a> <sup>1</sup>	2 years	6	<ul style="list-style-type: none"> <li>● VPAA or designee.</li> <li>● FSP or designee.</li> <li>● Representative from the Workforce Development Office.</li> <li>● Representative from the Development Office.</li> <li>● Incumbent (if willing and not running again) or additional Residential Faculty.</li> </ul>
<a href="#"><u>FRACTL Committee Chair</u></a> <sup>1</sup>	3 years	6	<ul style="list-style-type: none"> <li>● VPAA or designee.</li> <li>● FSP or designee.</li> <li>● 3 additional members (at least 1 Residential Faculty) from Faculty Resource Action Committee for Teaching and Learning (FRACTL).</li> </ul>
<a href="#"><u>PTK Advisor</u></a>	3 years	6	<ul style="list-style-type: none"> <li>● VPAA or designee.</li> <li>● FSP or designee.</li> <li>● 3 additional members (at least 1 Residential Faculty) chosen by the Dean of Instruction over Phi Theta Kappa (PTK).</li> </ul>
<a href="#"><u>Honors Co-Coordinators</u></a>	3 years	5 each	<ul style="list-style-type: none"> <li>● VPAA or designee.</li> <li>● FSP or designee.</li> <li>● 3 additional members (at least 1 Residential Faculty) from Honors Faculty Advisory Board (HFAB).</li> </ul>
<a href="#"><u>Developmental Education Coordinator</u></a>	2 years	6	<ul style="list-style-type: none"> <li>● VPAA or designee.</li> <li>● FSP or designee.</li> <li>● 3 additional members (at least 1 Residential Faculty) from the Developmental Education Committee.</li> </ul>

<a href="#">Tri-Chair Diversity, Equity, and Inclusion Team (DEIT)</a>	3 years	9	<ul style="list-style-type: none"> <li>● VPAA or designee.</li> <li>● FSP or designee.</li> <li>● 3 additional members (at least 1 Residential Faculty) from Diversity, Equity, and Inclusion Team (DEIT).</li> </ul>
<a href="#">Makerspace Faculty Liaison</a>	3 years	4	<ul style="list-style-type: none"> <li>● VPAA or designee.</li> <li>● FSP or designee.</li> <li>● Makerspace Manager.</li> <li>● Dean overseeing Makerspace or additional Residential Faculty if the Dean is designated by the VPAA.</li> <li>● 1 additional Residential Faculty.</li> </ul>

### Section 7.3.2 Faculty Leadership Positions without an Interview Process

The following positions are not filled using the interview process above and can only be filled by Residential Faculty.

#### Section 7.3.2.1 Timeline At-A-Glance

- September 1st : Callout for nominations to Residential Faculty.
- September 15th: Nominations close.
- September 15th - October 15th: Selection completed.

#### Section 7.3.2.2 Detailed Timeline and Process

- No later than September 1st, the FSP will make a first callout to all Residential Faculty for positions that require an All Residential Faculty Vote listing reassigned time, job duties, terms, and responsibilities along with qualifications for the reassignments. Nominations will close on September 15th.
- No later than October 1st, an electronic ballot will be sent to all Residential Faculty and will close on October 15th at 11:59 PM (AZ time).
- Candidates will be elected by a simple majority of votes cast.
- Positions that are elected by Divisions will be described in the Division Charter for that Division with timelines set to determine the person selected for the reassignment no later than October 15th.



<b>Current Reassignment Positions</b>	<b>Term</b>	<b>Reassigned Time load hours per semester</b>	<b>Selection Process</b>
<b>FPG Travel Rep</b>	3 years	3	All Residential Faculty Vote
<b>FPG Advancement Rep</b>	3 years	3	All Residential Faculty Vote
<b>Faculty Senate President (FSP)</b>	1 year	9	All Residential Faculty Vote to be elected as FSPE and serve as FSP the year after that.
<b>Faculty Senate President Elect (FSPE)</b>	1 year	4.5	All Residential Faculty Vote
<b>Faculty Senate Secretary</b>	1 year	1	All Residential Faculty Vote
<b>English Developmental Education Lead</b>	2 years	4	Per Arts & Composition Division Charter
<b>Mathematics Developmental Education Lead</b>	2 years	4	Per Mathematics Division Charter
<b>Reading Developmental Education Lead</b>	2 years	4	Per Modern Languages Division Charter

## **Section 8 Residential Faculty Offices**

This document serves to outline the process and describe policies for Residential Faculty office assignments. The reallocation of existing and assignment of new offices will be coordinated by the Residential Faculty Office Selection Committee (RFOSC) following the process in this document.

### **Section 8.1 Changes to the Faculty Office Selection Policy**

The RFOSC will be responsible for recommending amendments to this section of the College Plan annually in the Fall semester.

### **Section 8.2 Residential Faculty Office Selection Committee (RFOSC) Membership**

The Committee will consist of three Residential Faculty members. The Faculty Senate President (FSP), Faculty Senate President-Elect (FSPE), and a Residential Faculty member at-large. The FSP will chair the Committee. The FSPE and a Residential Faculty member at large will serve on the Committee for a 1-year term. This service is considered an official committee assignment.

### **Section 8.3 Available Office Space**

No later than February 1st, the FSP, in consultation with the Vice President of Academic Affairs (VPAA) and the Vice President of Administrative Services (VPAS), will update the Designated Residential Faculty Offices List and determine available Residential Faculty offices. After determining office spaces available, EMCC administration will make every effort to place a faculty member in a designated Residential Faculty office. This list will include currently available faculty offices, offices anticipated to be vacated, and offices planned in new construction.

### **Section 8.4 Office Types**

All Residential Faculty offices will be a completely enclosed office with a locking door and side door window to house one Residential Faculty member.

### **Section 8.5 Office Furniture**

The standard office furniture shall consist of a desk, computer surface, chair, file cabinet, bookcase, office chair, telephone, and computer. Individuals transferring to an existing office will use the standard office furniture of that office with the exception of their current computer that moves with them.

## **Section 8.6 EMCC Residential Faculty Seniority List**

Residential Faculty will be placed on an EMCC Residential Faculty Seniority List as described in College Plan Section 2. The FSP will request the EMCC Residential Faculty Seniority List from the Office of the VPAA during the fall semester and share it with all Residential Faculty no later than December 1st.

## **Section 8.7 Timeline At-A-Glance**

- Fall Semester: FSP, VPAA, and VPAS update the EMCC Residential Faculty Seniority List.
- December 1st: FSP shares EMCC Seniority List with all Residential Faculty.
- January 15th: FSP, VPAA, and VPAS will update the list of available faculty office space.
- February 1st: FSP emails all Residential Faculty to generate an interest list for office moves.
- February 15th: Interested Residential Faculty must reply to FSP.
- March 1st: RFOSC will assign offices based on Institutional Initiatives.
- March 1st: Process for Current Residential Faculty office selection begins.
- New Residential Faculty hires are placed in offices by RFOSC in consultation with VPAA.
- OYO/OSO Faculty are placed in offices by RFOSC.
- Official list should be emailed to the VPAA and Administrative Services Team (VPAS, AVP-CIO, Facilities Director, and the Police Commander) to facilitate the process.

## **Section 8.8 Residential Faculty Office Selection Process**

- No later than January 15th, the FSP, in consultation with the VPAA and VPAS, will generate a list of available Residential Faculty offices.
- No later than February 1st, the FSP will email all Residential Faculty asking for interest in moving offices. Requests to be added to the interest list must be received by the FSP no later than February 15th.
  - Residential Faculty are advised to add their name to the interest list if there is any chance they may want to switch offices based on other offices becoming available during the process.
  - Residential Faculty on the interest list will always have the right to pass on moving when it is their turn to choose offices if a more desirable office is not available.
- The FSP will order the interest list based on the EMCC Residential Faculty Seniority list described in Section 8.6.
- No later than March 1st, the RFOSC will first assign offices based on any existing Institutional Initiatives in consultation with VPAA.

- Starting no later than March 1st, the FSP will email the most senior Residential Faculty on the interest list with a list of available Residential Faculty offices and specifically state the deadline for their reply.
  - Within 24 hours of accountability, the Residential Faculty must do one of the following:
    - Choose a new office and reply to the FSP email with their new office selection.
    - Choose to remain in their current office and reply to the FSP email that they are passing on selecting a new office.
- If a Residential Faculty does not reply by the deadline, then they forfeit their right to select a new office and will remain in their current office.
- If a Residential Faculty chooses a new office location, their current office location will go into the list of available Residential Faculty offices.
- The FSP will update the list of available Residential Faculty offices and the process will proceed to the next most senior Residential Faculty on the interest list until all Residential Faculty on the interest list have completed the process.
- Once office selection has been completed for the current Residential Faculty, all new Residential Faculty hires for any ensuing academic year will be assigned offices as they are hired throughout the spring or summer preceding that academic year. The determining factor will be the order in which Faculty Chairs notify the FSP of new hires. Faculty Chairs may notify the FSP once the hiring committee is formed and the posting for the position is complete. Once notification has been received, offices will be assigned in collaboration with the appropriate Faculty Chair in consultation with the VPAA. Priority will be given to integrate the new Residential Faculty into the life of their Division.
- Once all new Residential Faculty hires have been assigned offices, the RFOSC will assign offices to OYO/OSO Faculty in the order that they are identified by Faculty Chairs to the FSP. Faculty Chairs may notify the FSP once the Faculty Chair has received approval of the OYO/OSO position from the VPAA. Once notification has been received, offices will be assigned in collaboration with the appropriate Faculty Chair in consultation with the VPAA. Priority will be given to integrate OYO/OSO Faculty into the life of their Division. OYO will take priority over an OSO if office space is limited.
- Once office selections are finalized by the RFOSC, the final list will be sent to the VPAA and Administrative Services Team (VPAS, AVP-CIO, Facilities Director, and the Police Commander) to facilitate the process. The VPAS will alert the FSP of the projected timeline, and the Deans will notify the Residential Faculty who are moving as to where they are moving and when. All office moves/transfers should be completed before the first day of accountability in the next academic year.
- If an office does not have any of the standard office furniture, the faculty member (or Faculty Chair or Admin Assistant for the Division in the case of a new hire) will need to submit a Facilities Helpdesk Ticket to get those items.
- The faculty member (or Faculty Chair or Admin. Assistant for the Division in the case of a new hire) will need to submit an IT Helpdesk ticket to transfer the current computer

and phone number for that faculty to their new office (the physical phone does not move offices, but the phone number does).

- Technical Support Services will attempt to accommodate the transfer of the computer and the phone number to the new office phone in a timely manner.

## **Section 8.9 Considerations**

- Each Division must codify in their Division Charter how their Division will manage the Faculty Chair Office. Hence, Faculty Chairs will not be given any priority in the Residential Faculty Office Selection process.
- Faculty Chairs are not allowed to request additional office space or a larger office based on their role as a Faculty Chair. There are two options for managing the Faculty Chair Office within each Division
  - The Faculty Chair Office is not designated to the Division and both the incoming and outgoing Faculty Chairs will remain in their current offices.
    - If this option is chosen, a future Faculty Chair will not be given any priority for office selection based on proximity to an administrative assistant for the Division or for any other logistical reasons.
  - The Faculty Chair Office is designated to the Division and the incoming Faculty Chair will swap offices with the outgoing Faculty Chair.
    - The outgoing Faculty Chair will be allowed to add their name to the interest list for office selection, but will only be considered using the normal seniority process for office selection. They will remain in their newly acquired office if they do not choose a more desirable office in the normal office selection process.
- Upon retirement, death, or separation, the office of a Residential Faculty will go back into the general pool of available office space.
  - If this occurs after the office selection process has commenced or completed, then the office may be used for an OYO/OSO Faculty and will be added to the available office space in the next year's process.
- When a person is hired on a temporary basis (e.g., a short, limited time period, such as a one-semester-only) to replace Residential Faculty on sabbatical, temporary reassignment/reassigned time, or on other college-approved leave, the replacement shall have office space made available to them. In most instances, the replacement will occupy the space of the person they are temporarily replacing. The Residential Faculty will return to their original office upon leaving the reassigned position. This space is not considered available office space.
- At the discretion of the RFOSC, initial consideration of office assignments may be influenced by the designated use of a particular space or other Unusual Circumstances (such as, but not limited to, Faculty physical limitations). "Unusual Circumstances" does not include demolition or remodeling of office space. In the case of demolition or remodeling, it is assumed that the total number of Residential Faculty offices on campus will be sufficient for the number of Full-Time Residential Faculty at EMCC. Therefore,

offices can still be assigned by seniority in the normal Residential Faculty Office Selection Process.

- If there is a hiring situation where a Residential Faculty member starts in the spring semester, priority will be given to this permanent Residential Faculty hire over an emergency OYO/OSO hire that is not in an office already encumbered to a Residential Faculty. Upon being notified by a Faculty Chair that there is a spring or emergency OYO/OSO hire, the FSP will email the VPAA and VPAS for an updated office availability list. The list will be provided within one week of the request for this list. The FSP will notify the Faculty Chairs of Residential Faculty office availability so that if there is more than one Faculty Chair with an emergency OYO/OSO, they can state their preferences for a Residential Faculty office on the list. The FSP will then discuss all pertinent information with the RFOSC, and subsequently forward final office selection decisions to the appropriate Faculty Chairs. In order to request an office space for an emergency OYO/OSO candidate, a Faculty Chair must receive approval of the OYO/OSO position from the VPAA. It should be noted that an OYO takes priority over an OSO if office space is limited.
- In the case that there is no office availability, any PSA, MAT, or Adjunct Faculty who are temporarily assigned an office on the Designated Residential Faculty Offices List will vacate that office so that the emergency OYO/OSO or spring Residential Faculty hire can move into that designated Residential Faculty office space.
- There is no office space provided for Residential Faculty who retire from the college.

**NOTE:** Any unforeseen situations not covered by this policy will be brought before the RFOSC for discussion and final recommendation to the VPAA.

### **Section 8.10 Reserved Offices**

- The following offices are reserved for the designated reassigned positions and will remain with the position.
  - STEM COE Director will move into MON124E during their term.
  - CTL Director will move into MON112C during their term

### **Section 8.11 Institutional Initiatives**

Institutional Initiatives pertaining to Residential Faculty offices may be proposed to the VPAA by any Residential Faculty member or Administration and shared with the Faculty Senate. The proposal must minimally include a rationale for the proposal, a clear definition of the faculty impacted and how they are selected, and a clear definition of the offices impacted. The VPAA, in consultation with the FSP, will make the final decision on whether a proposal is moved forward. If the VPAA agrees to move the proposal forward, it will be sent to the EMCC President for final approval. If the EMCC President approves the Institutional Initiative it will be added to the College Plan. Institutional Initiatives (that pertain to Residential Faculty offices) do not need to go through the College Plan Revision Process and can be updated in the College Plan once the EMCC President gives approval.

Institutional Initiatives will be reviewed minimally every two years as part of the normal College Plan Revision Process to determine whether initiatives should continue as they pertain to Residential Faculty Offices.

Current Institutional Initiatives related to Residential Faculty offices:

#### Developmental Education

- If a Residential Faculty office becomes available in EST N 261 - EST N 265 or EST N 268 - EST N 272, the following process will be followed to place a Residential Faculty who regularly teaches foundation courses in English, Reading, or Math into this hallway in Estrella Hall.
  - The Developmental Education Committee, in consultation with the Faculty Chairs for English, Reading, and Math, will produce a list of Residential Faculty who regularly teach foundational courses in English, Reading, and Math and send the list to the FSP.
  - The FSP will send an email to those Residential Faculty on that list announcing available space.
  - Interested Residential Faculty will be ranked based on the EMCC Residential Faculty Seniority List and chosen to occupy the number of offices available. Residential Faculty that tie on the seniority list will follow the EMCC Seniority Tie Process as described in Section 2 of the College Plan.
  - Vacated offices outside of this Developmental Education Initiative will be put back into the available office space pool.

#### STEM Center of Excellence

- If a Residential Faculty office becomes available in MON124C and MON124D, the following process will be followed to place a Residential Faculty who regularly teaches STEM courses into these offices in the STEM Center of Excellence.
  - The STEM Committee, in consultation with the Faculty Chairs for Math, Life Sciences, Instructional Computing, and Physical Sciences, will produce a list of Residential Faculty who regularly teach STEM Pathway classes and send the list to the FSP.
  - The FSP will send an email to those Residential Faculty on that list announcing available space.
  - Interested Residential Faculty will be ranked based on the EMCC Residential Faculty Seniority List and chosen to occupy the number of offices available. Residential Faculty that tie on the seniority list will follow the EMCC Seniority Tie Process as described in Section 2 of the College Plan.
  - Vacated offices outside this STEM COE initiative will be put back into the available office space pool.

## **Section 9 Residential Faculty Staffing**

### **Section 9.1 EMCC Residential Faculty Staffing Committee**

The EMCC Residential Faculty Staffing Committee (RFSC) will adhere to the guidelines of the College Faculty Staffing Advisory Committee as described in the Residential Faculty Agreement (Article 1 and 14.1.3).

### **Section 9.2 Purpose**

The purpose of the EMCC Residential Faculty Staffing Committee (RFSC) is to:

- Meet the requirements of the Residential Faculty Agreement as listed above and serve as the EMCC version of the College Faculty Staffing Advisory Committee.
- Create criteria and scoring rubrics for Residential Faculty position proposals.
- Receive and rank proposals from the EMCC Academic Divisions.
- Deliver recommendations to the EMCC President.

### **Section 9.3 Membership**

The membership of RFSC will consist of:

- A representative from each Division.
- The Faculty Senate President (FSP) as Chair, but non-voting except to break a tie.
- The Faculty Senate President Elect (FSPE) as a non-voting member.
- The Vice President of Academic Affairs (VPAA) as a non-voting member
- Representatives of the Office of Planning and Institutional Effectiveness (OPIE) as non-voting members.

Faculty Chairs are not eligible for membership to the RFSC with the exception of a Faculty Chair who is also serving as FSP. Also, members of the committee must be cognizant that they represent all EMCC Residential Faculty and not their respective Divisions. As such, all voting members will score all staffing proposals and vote on final recommendations. The terms of committee members will be staggered on 3-year terms to provide consistency and ease of transition with the staffing process. Membership terms are listed in Faculty Senate documents and the FSP will make a call out each Spring to fill outgoing terms. Committee members are expected to attend all scheduled meetings of the RFSC. If an emergency arises, a committee member may send a proxy to a meeting provided the committee member informs the committee chair of the substitution. A proxy will have voting rights during the meeting in which they are replacing a regular committee member. If a committee member is absent from the meeting where proposals are ranked and voted upon and no proxy is present, then that member's scores will not be incorporated in the final rankings of the proposals.



## Section 9.4 Voting

Each representative to the RFSC will have an equal vote with the exception of the FSP, the FSPE, the VPAA, and the representatives from OPIE who are non-voting members of the committee. The RFSC Chair will vote in the event of a tie.

## Section 9.5 Criteria for Staffing Proposals

One proposal will be submitted per each requested Residential Faculty position in a specific discipline. Justification criteria will include the following:

- Per the Residential Faculty Agreement 14.1.3, the overall goal of the RFSC should be to ensure that “60% of the total instructional load at each College is taught by Residential Faculty and the Library and Counseling Faculty ratios are achieved”.

Other considerations will include, but are not limited to:

- Workload Related (i.e. FTSE/FTTE calculation justifying need)
- Discipline Specific Considerations
- Connections to Other EMCC planning and objectives
- Disciplines or programs without a Residential Faculty member.

The RFSC is charged with periodic review and revision of the proposal criteria to ensure equity among position rankings.

## Section 9.6 Outline of Process

In the Spring, the RFSC will meet to create a calendar for the following year's staffing proposals to be submitted, reviewed, and evaluated in the following Spring semester. The calendar will outline the process and dates of protocol. **NO LATE PROPOSALS WILL BE CONSIDERED.**

Upon completion of the process each Spring, a ranked list will be sent to the EMCC President for review and consideration of new faculty lines.

## **Section 9.7 Filling Vacated Positions**

When a Residential Faculty position is vacated by retirement, resignation, transfer, termination, or death, the Faculty Chair will send justification for retaining the line within the division to the FSP and the appropriate Dean. This should occur no later than 30 days after the position has been vacated. If it is determined by any party that the line should not be retained, then the Dean, FSP, and Faculty Chair will meet to determine the recommendations sent forward to the EMCC President.

After considering the recommendations, the EMCC President will either:

- Determine that the Division will retain the Residential Faculty line. The Division must attempt to fill the Residential Faculty line within the next fiscal year (July 1 to June 30th) of it being vacated. If the Division does not attempt to fill the vacated line within the next fiscal year, then the line will be sent back to the RFSC for reallocation.
- Determine that the line will not be retained. The EMCC President will fill the line with the current year's RFSC recommendations.

## Section 10 Revision of the College Plan

### Section 10.1 Process At-A-Glance (see below for more details)

- A written proposal for amendment comes to the Faculty Senate President (FSP).
- The FSP shares the proposal with the EMCC Senators at least two weeks before the meeting the proposal will be discussed.
- The Faculty Senate discusses the proposal in a regularly scheduled Faculty Senate meeting and works to finalize proposal language for content and clarity.
- During that same meeting, the Faculty Senate votes to move the proposal forward.
- If approved to move forward, the proposal is shared out with all Adjunct and Residential Faculty and the EMCC President and Vice Presidents for comments and suggestions.
- At the next Faculty Senate meeting, the comments and suggestions will be discussed by the Faculty Senate and the final proposal will be completed.
- The final proposal will be presented to the EMCC President for approval.
- Upon approval by the EMCC President, the proposal is sent to an All Residential Faculty vote for approval.

### Section 10.2 Detailed Process

- A proposal for an amendment to the College Plan may be presented to the FSP by any Residential Faculty member at EMCC, by an Adjunct Faculty member with a Residential Faculty sponsor, or by the EMCC President.
  - The proposal for change in the policy may occur at any time.
  - The proposal must be in writing and have:
    - The current College Plan language under discussion
    - The new proposed language
    - A rationale for the changes.
- The FSP shares the proposal with the EMCC Senators at least two weeks before the meeting the proposal will be discussed.
- The Faculty Senate will then address the proposal by using the following process. Division Reorganization proposals will follow the approval process as outlined in College Plan Section 3.
  - The Faculty Senate discusses the proposal during the meeting and works to finalize proposal language for content and clarity.
  - A Faculty Senate vote will occur. If quorum is established (College Plan Section 2), then the proposal to amend the EMCC College Plan will move forward with a simple majority of the votes cast (College Plan Section 2). If a quorum or simple majority to approve is not met, then the proposal fails.
  - If approved by the Faculty Senate, the proposal will be shared with all Adjunct and Residential Faculty within each Division by the Divisional Senators and with the EMCC President and Vice Presidents by the FSP at least 10 days prior to the Faculty Senate Meeting to allow for sufficient review and feedback on the amendments in comments.
  - The FSP will conduct a discussion of the proposal at the next earliest Faculty Senate Meeting and a final proposal will be completed.
  - The final proposal will be presented to the EMCC President via the FSP for final approval. If changes are made by the EMCC President, the revised proposal will go back to the Faculty Senate for ratification.

- Upon approval of the EMCC President, the proposal will be sent to all EMCC Residential Faculty for a vote. If quorum is established (College Plan Section 2), then the proposal to amend the EMCC College Plan will be approved with a 2/3 majority of the votes cast (College Plan Section 2). If a quorum or 2/3 majority to approve is not met, then the proposal fails.
  - Approved proposals will be submitted to the EMCC President and FSP for signature.
- The approval of the proposal only affects the sections in discussion in the proposal. If the proposal fails, the College Plan remains unchanged.
- Unless otherwise specified, changes will take effect the next academic year after the revised College Plan is signed by the EMCC President and the FSP. If there is need for an immediate change, then by mutual consent of the FSP and the EMCC President, the proposal will be adopted early and documented with an MOU to the College Plan.

### **Section 10.3 Periodic Review of the College Plan**

- The College Plan shall undergo periodic review every two (2) years by the College Plan Task Force in the academic years with an even spring semester (i.e. AY21-22, AY23-24, etc.).
  - The College Plan Task Force will have a minimum of five (5) members, will be chaired by a member of the Faculty Senate, and shall include:
    - A Faculty Chair
    - An Occupational Program Director
    - An Instructional Residential Faculty
    - A Service Residential Faculty member
    - An Academic Affairs Dean
    - A Task Force member may fulfill multiple roles listed above.
  - The College Plan Task Force Chair will send proposals to be approved per the normal process as described above in Section 10.2.

### **Section 10.4 Minor Clerical Adjustments**

- Minor clerical adjustments, such as syntax errors, updates of section numbers, references to the Residential Faculty Agreement, or clarification of terminology, may be made by the FSP, in consultation with the EMCC President, in order to maintain the currency of the College Plan.
- All minor clerical adjustments must be non-substantive in nature and designed simply to keep the College Plan current, accurate, and unambiguous.
- These minor clerical adjustments will be presented to the Faculty Senate for approval. Upon approval, the faculty shall be notified of the adjustment.
- Should a proposed minor clerical adjustment not be agreed to by both the EMCC President, the FSP, and the Faculty Senate, the change will be subject to the full process for amendment of the College Plan, as identified in this Section 10 Revision of the College Plan.

# Appendix A Division Charters

The most current Division Charters for each Division at EMCC can be accessed here:

[EMCC Division Charters](#)

## Signatures

  
\_\_\_\_\_ 8/9/2023  
**EMCC President** **Date**

  
\_\_\_\_\_ 8/4/2023  
**Faculty Senate President** **Date**