



MARICOPA
COMMUNITY COLLEGES

PHOENIX

Phoenix College Plan

Agreed to on MAY 5 2017 by
(date)

A handwritten signature in black ink, appearing to read "Chris Haines", written over a horizontal line.

Chris Haines
Interim President, Phoenix College

A handwritten signature in black ink, appearing to read "John Schampel", written over a horizontal line.

John Schampel
President, Phoenix College Faculty Association

TABLE OF CONTENTS

Article A. College Plan 4

 Section 1 Definition 4

 Section 2 Intent..... 4

Article B. Definitions 4

Article C. Statement of Shared Governance..... 6

Article D. Department Chairs 6

 Section 1 Terms 7

 Section 2 Election Call and Nominations 7

 Section 3 Balloting 7

 Section 4 Ties or Lack of Majority..... 7

 Section 5 Department Chair Election Timeline..... 8

 Section 6 Vacancy 8

 Section 7 Removal 8

 Section 8 Interim Elections 9

 Section 9 Evaluation 9

 Section 10 Department Chair Elect Reassigned Time..... 9

Article E. Non-Chair, Supervision Roles (Occupational and Academic Program Directors, Service Faculty Directors, Lab Technician Supervisor) 10

 Section 1 Appointment..... 10

 Section 2 Evaluation 10

 Section 3 Removal 10

 Section 4 Reassigned time 11

Article G. Change in Departmental Structure 11

 Section 1 Process 11

Article H. College Executive Leadership Team..... 11

 Section 1 Duties 11

 Section 2 Membership..... 11

Article I. Addition of New Prefixes 11

Article J. Faculty Senate President Elect Reassigned Time..... 12

Article K. Variances from the College Plan 12

 Section 1 Intent..... 12

 Section 2 Process 12

Article L. Arbitration Committee.....	12
Section 1 Process	12
Section 2 Membership.....	13
Article M. Documentary Evidence of Protests, Deliberations, and Decision	13
Article N. Adoption and Amendment of the College Plan	13
Section 1 Purpose	13
Section 2 Process	13
Section 3 Minor Clerical Adjustments	14
Appendix A – Roles and Duties of Department Chairs	15
Appendix B – Roles and Duties Non-Chair, Supervisors (Occupational and Academic Program Directors, and Service Faculty Directors)	17
Appendix C – Roles and Duties of Non-Chair, Supervisors (Lab Tech Supervisor).....	18

Article A. College Plan

Section 1 Definition

As defined by the Maricopa Community College Residential Faculty Policies (RFP), the College Plan is a document developed by the college Residential Faculty and approved by the College President that describes, but is not limited to, the selection, evaluation, duties, and responsibilities of the Department/Division Chair, the duties and responsibilities of Non-chair Supervisors. The College Plan is superseded when inconsistent with the Residential Faculty Policies (RFP) or Administrative Regulations.

Section 2 Intent

Based on the philosophy of Shared Governance, the College Plan is intended to set forth and codify processes related to shared issues of the Faculty and Administration and to safeguard the rights of all concerned.

Article B. Definitions

1. Department: A division of academic concentration as commonly defined in the catalog of the college.
2. Department Chair: That person elected or appointed from among the Faculty within the department who shall administer the affairs of the department, who are accountable for the supervision or management of the department, who shall serve as liaison between department members and the college administration, and, who shall carry out all other duties imposed by the Governing Board and the Chancellor of the district, and by the President and administration of the college, as those duties and responsibilities are defined in the various rules, policy statements and regulations of the district.
3. Department Chair Elect: That person elected or appointed as a Department Chair the semester following the election and prior to taking office.
4. Residential Faculty: Faculty members who hold probationary or appointive status.
5. Faculty / Elector: Any Residential Faculty member, including those on sabbatical leave, leave of absence, temporary assignment, split-duties, temporary disability, FMLA or other authorized department absence at the time of the elections without regard to tenure of service or length of service remaining and whose assignment is more than 50% within the department holding the election on the date the election closes.
6. Split-Duties: A situation in which an elector is assigned temporary duties in a department outside normal academic placements in which an elector is serving in a temporary assignment with the district, or, in which a permanent assignment between departments exists.
7. Nominee: Any person who has self-nominated or has been nominated by another for Department Chair in compliance with the processes, timeline and policies set forth in the RFP and the College Plan.
8. Candidate: Those Faculty members who have been nominated for the position Department Chair on the ballot. Eligible candidates include all electors as defined in the College Plan. Ideally, candidates should be appointive Faculty members.

9. Election / Normal Election: A regular, normally scheduled election that occurs every third year, for Department Chair in compliance with the processes, timetable and policies set forth in the RFP and the College Plan.
10. Majority of Eligible Votes: One more than 50% of the electors in the department, whether they cast a vote or not.
11. Interim Election: An election that occurs anytime other than the scheduled three-year election timetable period due to a vacancy that occurs in the Department Chair position to complete the remainder of the existing term or to fill a temporary vacancy until the elected Department Chair returns in compliance with the processes, timetable and policies set forth in the RFP and the College Plan.
12. Conflict of Interest: No candidate nor elector for a Department Chair position may participate by consulting with the College President to influence the breaking of ties or appointment of the Department Chair. When the Faculty Senate President is an elector or candidate in an election that is tied, or fails to earn a majority, a conflict of interest exists. If such a conflict exists, the Faculty Senate President Elect shall be responsible for the duties. If both the Faculty Senate President and the President Elect have a conflict of interest a designee must be appointed by the Senate to fulfil the duty.
13. Interim Department Chair: A department member who serves as Department Chair because of an interim election.
14. Arbitration Committee: An ad hoc committee to hear any matter related to the College Plan or processes included in the College Plan brought before it including Department Chair removal and variances to the College Plan.
15. Non-Chair, Supervision Roles: The person appointed from among the Residential Faculty within the department who shall serve as Occupational Program Director, Academic Program Director, Service Faculty Director or Lab Tech Supervisor.
 - a. Occupational Program Director: A full-time, Residential Faculty member or OYO who meets minimum qualifications defined by program accreditation standards when applicable, from among the Faculty in the department who shall be responsible for the supervision and management of an occupational program.
 - b. Academic Program Director: A full-time, Residential Faculty member or OYO from among the Faculty in the department who shall be responsible for the supervision and management of an academic program.
 - c. Service Faculty Director: A full-time Residential Faculty member or OYO from among the Faculty in the department who shall be responsible for the supervision and management of a service program.
 - d. Lab Tech Supervisor: A full-time Residential Faculty member or OYO from among the Faculty in the department who shall oversee the operations of a college lab under the supervision of a Department Chair or program director.
16. Non-Chair, Non-Supervision Roles: The person appointed from among the Faculty within the department who shall serve in roles such as Lead Faculty, Course Coordinator, Clinical Coordinator, or Adjunct Faculty Evaluator
 - a. Lead Faculty: A Faculty Member appointed to oversee a cluster of related disciplines

- b. Course Coordinator: A Faculty Member appointed to oversee the instruction of a particular course taught by adjunct Faculty
 - c. Clinical Coordinator: A Faculty Member appointed to oversee and coordinate the scheduling of clinical activities in coordination with the Department Chair or designee.
 - d. Adjunct Faculty Evaluator: A Faculty Member appointed to evaluate the teaching of assigned adjunct Faculty.
17. Faculty Association: The Faculty Association of Phoenix College, as defined by its Constitution.
 18. Faculty Senate: The duly elected representatives and officers of the Phoenix College Faculty Association.
 19. Faculty Senate President: Duly elected president of the Phoenix College Faculty Association Senate
 20. Chair Council: The council of Department Chairs convened by the Vice President of Academic Affairs or designee.
 21. Instructional Councils: Discipline/service area Faculty committees formed to improve communications and coordination among and between Faculty working in common instructional/service areas.
 22. Instructional Council Representative: A Faculty member with expertise and knowledge of the appropriate discipline's curriculum, appointed by the Department Chair at each college with the consent of the majority of the Residential Faculty in the appropriate discipline.
 23. College Plan Ad-hoc Committee: A representative ad-hoc committee with a minimum of seven members, chaired by a member of the Faculty Senate and appointed by the Faculty Senate responsible for the review and recommendation of amendment of the College Plan.

Article C. Statement of Shared Governance

Phoenix College is committed to a deliberate and intentional process of shared governance, responsibility and decision-making and believes this to be a fundamental necessity of a healthy and successful College.

- At Phoenix College, shared governance is based on: transparency, collaboration, mutual trust and respect, accountability and open, honest, clear communication.
- At Phoenix College, shared governance empowers all members of the College to have a voice in decision-making, thus, encouraging diverse and creative input that advances the success of the College.
- At Phoenix College, the weight of one's voice varies proportionally with the responsibilities one has for the outcome of the matter at hand.
- At Phoenix College, decisions are shared, they are knowledge-based, they support the effective and efficient function of the college and they are made by those who are accountable for the results in collaboration with those who can best contribute to their implementation.

Article D. Department Chairs

All procedures and processes of Department Chair elections must be conducted in compliance with the timeline included in the college plan.

Section I Terms

- a. A Department Chair term is three (3) years
- b. Department Chairs, duly elected or appointed in the previous fall semester, shall assume office on July 1 of the academic year.
- c. A person may only serve two consecutive terms as Department Chair. If after two (2) consecutive terms there are no nominations for Department Chair during the first call or nominee(s) fail to earn a majority of eligible votes, the current Department Chair may be nominated at the second call and is eligible to serve if elected.

Section 2 Election Call and Nominations

- a. The selection process for Department Chairs will occur during the fall semester of the last academic year of the three-year term in accordance with the election timetable adopted herein.
- b. The College President will notify all Faculty members of terms of incumbent Department Chairs expiring at the end of the academic year.
- c. The College President shall call for nominations of candidates for Department Chair.
- d. The College President will provide Faculty members with a form with which to submit nominations.
- e. Any duly qualified elector may self-nominate or be nominated by another elector. A nominee may withdraw their name from consideration as a candidate by written notice to the College President and the members of the department.

Section 3 Balloting

- a. The College President, or appropriate designee, shall prepare for each department a ballot bearing the name of each candidate and a space for voting an abstention. A ballot will be distributed to each elector at least two (2) weeks prior to the election date.
- b. Each elector shall have the duty to submit a completed ballot. An absentee ballot shall be utilized in cases where it is not convenient for an elector to be present during voting.
- c. The voting shall be by secret ballot. The voted ballot shall be returned to the office of the College President.
- d. The Vice President of Academic Affairs, or appropriate designee, and the Faculty Senate President, or appropriate designee, shall count the ballots. No one may be involved in counting ballots for an election in which they are a candidate or an elector.
- e. A candidate must receive a majority of eligible votes to be declared the duly elected Department Chair.

Section 4 Ties or Lack of Majority

- a. In the event of a tie for first place, the names of all persons on the ballot receiving fewer votes than those persons involved in the tie are to be eliminated from further balloting.
- b. If there is no person with a majority of the eligible votes, then only the names of the candidate with the most votes, any candidates tied for second place, and the incumbent Department Chair who has served two (2) consecutive terms and has been nominated will be included on the second ballot.
- c. Within one week of the first vote, the College President, or appropriate designee, shall prepare and distribute to each elector a second ballot bearing the name of each candidate

and a space for voting an abstention. Once distributed the second election must take place within one week.

- d. If on the second ballot, there is a tie for first place, or if no candidate receives a majority of eligible votes, the ballot submission deadline will be extended by one week to allow the College President and the Faculty Senate President, or appropriate designee, to make every reasonable effort to obtain the votes of any electors not casting a ballot.
- e. If the second ballot results in a tie, or less than a majority of eligible votes, the College President and the Faculty Senate President or appropriate designee, shall consult with the electors of the department before casting the deciding vote or appointing a Department Chair.
- f. If the second ballot results in a tie, the College President, in consultation with the Faculty Senate President, or appropriate designee, shall cast the deciding ballot.
- g. If the second ballot results in less than a majority of eligible votes the College President, in consultation with the Faculty Senate President or appropriate designee, shall appoint the Department Chair.

Section 5 Department Chair Election Timeline

Process	Deadline
Announce Chair Elections	End of the first week of September
Call for Nominations	End of the first week of October
Close nominations	One (1) week after the Call for Nominations
Ballot distributed	One (1) week after the Close of Nominations
Submit ballot deadline	Two (2) weeks after the ballots are distributed
Announce winner or distribute 2nd ballot to break ties or lack of majority	Within one (1) week of the ballot submission deadline
Submit 2nd ballot deadline	One (1) week after 2nd ballots are distributed
Announce 2nd ballot winner or College President Appointment	By the end of fall semester accountability

Section 6 Vacancy

In the event that an incumbent Department Chair is unable to fulfill his or her term due to a sabbatical leave, leave of absence, temporary assignment, split-duty assignment, other authorized absence, or becomes disabled (as defined under the temporary or permanent disability provisions of the MCCC policies), dies, resigns in writing, or is removed, the College President shall declare the office of Department Chair vacant and call for an interim Department Chair election.

Section 7 Removal

- a. A two-thirds (2/3) majority of electors in any department may petition, in writing, for the removal of their Department Chair. The written petition shall be delivered to the Faculty Senate President, or designee as consistent with the definition of Conflict of Interest included in this document, with a copy to the incumbent Department Chair, and the College President.
- b. Upon receipt of the written petition, the Faculty Senate President shall convene an arbitration committee, as defined, to review the petition.
- c. The Arbitration Committee shall conduct fact-finding interviews with the department members and the incumbent Department Chair.

- d. If the Arbitration Committee finds the petition for removal to be proper, then the Arbitration Committee shall request the College President to declare vacant the office of Department Chair of the petitioning department and call for elections.
- e. The College President, in consultation with the Faculty Senate President, may remove the incumbent Department Chair from office.
- f. The Department Chair may appeal such action to the arbitration committee.
- g. The Arbitration Committee shall review the reasons for the removal of the incumbent.
- h. Within two weeks from the notification of removal of the incumbent by the College President, the Arbitration Committee shall make a recommendation to the College President, either concurring or differing from the College President's decision.
- i. Any further action shall be in accordance with the provisions of the RFP.

Section 8 Interim Elections

- a. Such interim elections shall be executed in the same fashion as normal elections, except that the process shall be completed within a two-week period.
- b. If the College President declares the office of Department Chair vacant at a time when an election is unfeasible, such as a vacancy that occurs over the summer, an interim Department Chair will be named by the College President in consultation with the Faculty Senate President and the department members. The College President will then call for an interim election as soon as accountability resumes for Residential Faculty.
- c. Any further appeal shall be in accordance with the provisions of the RFP.

Section 9 Evaluation

- a. Each Department Chair will be evaluated in the spring of each year by the Vice President Academic Affairs, or designee, utilizing a standardized process and form developed in collaboration with and approved by the Chair Council.
- b. The purpose of evaluation is to promote self-improvement, and to provide a forum for discussion of a review of the current year as well as planning parameters for the following year.
- c. Department Chair evaluations by the college administration will proceed according to the RFP.
- d. Conflicts arising from this evaluation process shall be governed by pertinent policies in the RFP.
- e. Department Chairs shall be evaluated in the spring of each year by the Faculty members in the Department utilizing a standardized process and form developed in collaboration with and approved by the Chair Council.
- f. Faculty evaluations of Department Chairs will be presented to the Vice President or designee who will summarize the evaluations, without identification of the authors, and provide to the Department Chair.

Section 10 Department Chair Elect Reassigned Time

- a. Faculty serving as Department Chair Elect who have not served as a Department Chair previously shall receive one (1) load hour of reassigned time the semester prior to taking office.
- b. This reassigned time is granted to attend Department Chair meetings, learn District and College financial, scheduling and other systems required to serve effectively as a Department Chair and be mentored by the incumbent Department Chair.

- c. It is strongly encouraged that outgoing Department Chairs, as a matter of professionalism and responsibility to the Department, its students, and the College, mentor the incoming Department Chair and ensure a smooth transition of leadership.

Article E. Non-Chair, Supervision Roles (Occupational and Academic Program Directors, Service Faculty Directors, Lab Technician Supervisor)

Section 1 Appointment

- a. The Non-Chair, Supervisor shall be a full-time, Residential or OYO Faculty member that meets minimum qualifications defined by program accreditation standards, when applicable.
- b. The Non-Chair, Supervisor shall be recommended by the Department Chair, in consultation with the Residential Faculty of the department. Final appointment will be made by the Vice President Academic Affairs.
- c. The Department Chair may, in consultation with the Residential Faculty of the department, also serve as a Non-Chair, Supervisor, unless prohibited by RFP.
- d. Non-Chair, Supervisor report to the Department Chair.
- e. Roles and Duties of Non-Chair, Supervisor may be found in the appendix of the College Plan.

Section 2 Evaluation

- a. Non-Chair, Supervisor shall be evaluated in the spring of each year by the Department Chair utilizing an approved standardized manner and instrument.
- b. Evaluations of Non-Chair, Supervisors by the Department Chair will be submitted to the Vice President Academic Affairs or designee.
- c. Non-Chair, Supervisor s shall be evaluated annually by the Residential and Adjunct Faculty members of the program utilizing an approved standardized process and instrument.
- d. Evaluations of Non-Chair, Supervisor s by program Faculty will be presented to the Department Chair who will summarize the evaluations, without identification of the authors, and provide the summary to the Non-Chair, Supervisor.
- e. In the case of the Department Chair acting as the Non-Chair, Supervisor, the evaluation as a Non-Chair, Supervisor will be conducted by the Vice President Academic Affairs or designee.
- f. The instruments used in evaluation of Non-Chair, Supervisor s, by either the Department Chair or the program Faculty, shall be created by representatives of the Non-Chair, Supervisor s, Department Chairs and the Vice President Academic Affairs or designee.
- g. The purpose of annual Non-Chair, Supervisor evaluations is to promote self-improvement, and to provide a forum for discussion of a review of the current year as well as program planning parameters for the following year.
- h. Appeals arising from this evaluation process shall be governed by the policies in the RFP.

Section 3 Removal

- a. The Department Chair may petition, in writing, to the Vice President Academic Affairs for the removal of a Non-Chair, Supervisor in response to unsatisfactory evaluations, student complaints, lack of meeting performance expectations, failure to uphold accreditation standards, and/or in response to program Faculty.
- b. When the Department Chair is serving as the Non-Chair, Supervisor, department Faculty can petition for removal of the Non-Chair, Supervisor, in writing, to the Vice President Academic Affairs using the same process as the Department Chair removal.

Section 4 Reassigned time

Reassigned time for Non-Chair, Supervisor shall be determined by the Vice President Academic Affairs in coordination with the Appropriate Dean and Department Chair and commensurate with the level of roles, duties and responsibilities of the position.

Article G. Change in Departmental Structure

Section 1 Process

- a. The Faculty Senate President and all Faculty members of the department involved in any change of departmental structure shall be notified and involved throughout all deliberations and decision-making processes.
- b. The College President may make changes in departmental structure. Such changes, including the creation, modification, consolidation and deletion of departments and/or programs, must include discussions with the Faculty Senate President, the Department Chairs and Faculty members of all departments involved, and the Vice President of Academic Affairs.
- c. Any discussion or process to change department structure may not begin between April 1st and September 1st to ensure full Faculty participation in the process.
- d. Resolution of conflicts and disputes within the process of changing the departmental structure shall be referred to the Faculty Senate President. The Faculty Senate President may call upon the Professional Rights and Responsibilities Committee for its recommendations.
- e. Departments who experience a change in Faculty composition due to any structural changes under this Article shall hold a new Department Chair election.

Article H. College Executive Leadership Team

Section 1 Duties

The College Executive Leadership Team is responsible for the review, discussion and decisions of all major issues at the College including but not limited to, budget-related planning and decisions, strategic planning, campus space allocation and staffing decisions.

Section 2 Membership

- a. The College Executive Leadership Team must include the Faculty Senate President and the Faculty Senate President-Elect and the total membership, other than the College President, must reflect no less than 20% Faculty. Should the College Executive Leadership Team increase in membership of non-faculty, the proportional representation of faculty will be adjusted to account for that increase, to not fall below 20% of the membership of the team.
- b. Faculty serving on the College Executive Team in addition to the Faculty Senate President and Senate President Elect will be appointed by mutual agreement of the Faculty Senate President and the College President.
- c. At the discretion of the College President, executive session may be used and select team members excused for confidential human resources issues.

Article I. Addition of New Prefixes

As new prefixes are added to the course offerings at Phoenix College, the Vice President of Academic Affairs shall consult with the Department Chairs for assignment of the new prefixes to

the appropriate department consistent with the recommendation of the appropriate Instructional Council(s).

Article J. Faculty Senate President Elect Reassigned Time

The Faculty senate president elect shall receive no less than 3 load hours of reassigned time per semester during their term of office.

Article K. Variances from the College Plan

Section 1 Intent

The intent of these procedures is to provide a process for deliberation of variances from the College Plan while insuring flexibility, communication, fairness, continuity, competence of personnel, and harmony within a cooperative Faculty and administration.

Section 2 Process

- a. Any department may, by a two-thirds (2/3) majority vote of electors, petition the Faculty Senate for a variance from the procedures contained herein. Such a petition for a variance must be approved by a majority vote of the Faculty Senate. If approved by the Faculty Senate, the request for a variance shall be submitted in writing to the College President for approval.
- b. If such a variance, having received the approval of the Faculty Senate, is not approved by the College President, the reason for the disapproval shall be conveyed to the petitioners in writing.
- c. If the petitioners do not concur with the decision of the College President, then the petitioners may appeal to an arbitration committee, as defined hereinabove.
- d. The Arbitration Committee shall review the reasons for the disapproval by the College President.
- e. Within two weeks from the notification of disapproval by the College President, the Arbitration Committee shall make its recommendation to the College President, either concurring or differing from the College President's decision.
- f. Any further appeal shall be in accordance with the provisions of the RFP.
- g. If the Faculty Senate does not approve the petition for variance, then the petitioners may appeal the Senate's decision directly to the College President. If the College President concurs with the negative decision of the Faculty Senate, no further appeals are available other than those that may be specified in the RFP.

Article L. Arbitration Committee

Section 1 Process

- a. The Arbitration Committee shall be responsible for duties related to Department Chair Removal as outlined in Article D, Section 7 of the College Plan.
- b. The Arbitration Committee shall also convene upon the request of two-thirds (2/3) of the electors in any department, the College President, the request of any Department Chair, or the Faculty Senate to hear any matter related to the College Plan.
- c. The Faculty Senate President, or appropriate designee shall act as the ombudsman for any grievance brought bearing upon the policies included in the College Plan.

- d. If such grievant does not concur with the decision of the Faculty Senate President, then a request may be made to convene the Arbitration Committee to hear the grievance.
- e. The decision of the Arbitration Committee shall be binding upon the individual elector except for the appeals available under the provisions of the RFP.

Section 2 Membership

- a. Vice President of Academic Affairs
- b. Faculty Senate President
- c. Faculty member at large selected by the Faculty Senate President and approved by the Vice President Academic Affairs

Article M. Documentary Evidence of Protests, Deliberations, and Decision

Members of the arbitration committee, the Faculty Senate President, Department Chairs, candidates for Department Chair, electors, and administrators shall be required to reduce to writing the essence of all protests, deliberations, decisions made and the reasons therefore, and to make such records available for the scrutiny of any person who is authorized in this policy statement to adjudicate disputes or to represent electors having grievances arising in connection with this College Plan.

Such records shall be maintained by the College President, who shall make them available, upon the request of any officer of the Faculty Senate, any individual elector, or any member of the administration.

Article N. Adoption and Amendment of the College Plan

Section 1 Purpose

This College Plan shall be reviewed and amended as needed, and no less than every three (3) years, to ensure that it addresses the changing needs of the institution.

Section 2 Process

- a. Proposed amendments to this document may be brought to the Faculty Senate at any time by any Faculty member or the College President.
- b. The Faculty Senate may appoint a College Plan Ad-hoc committee to review the entire college plan and any proposed amendment(s) and make recommendations to the Senate for action.
- c. The Faculty Senate will appoint a College Plan Ad-hoc committee to review the entire College Plan and make recommendation for amendment to the Faculty Senate no less than every three (3) years.
- d. The Faculty Senate President will recommend College Plan Ad-Hoc Committee membership subject to approval by the Faculty Senate.
- e. The College Plan Ad-hoc committee will consist of a minimum of seven (7) members, will be chaired by a member of the Faculty Senate and must include:
 - a Department Chair
 - an occupational program director
 - an academic program director
 - a service Faculty member

- the Vice President of Academic Affairs
- f. Recommendations for amendment by the College Plan Ad-hoc committee will be submitted to the Faculty Senate.
- g. Upon Senate approval, the recommendations for amendment will be submitted to the College President for review and comment who shall have no more than ten (10) business days to respond. Any changes suggested by the College President must be approved by the Senate before presenting to the Faculty for vote.
- h. Upon Senate approval, the proposed amendments shall be presented to the Residential Faculty of Phoenix College for approval by vote.
- i. The proposed amendments shall be presented to the Faculty at least thirty (30) days prior to the voting deadline.
- j. The amendments may be presented and voted on independently.
- k. A simple majority of the votes cast by Phoenix College Residential Faculty members will constitute approval of the proposed amendments.
- l. In the case of a tie vote, the proposal fails.
- m. Approved amendments will be submitted to the College President and Faculty Senate President for signature. If the College President does not approve and sign, the Faculty Senate has the option of resubmitting.
- n. Upon signature of the College President and Faculty President, the amendments shall, unless otherwise included in the approved amendments, be effective at the beginning of the next academic year and shall remain in effect until rescinded or modified in the manner prescribed above.

Section 3 Minor Clerical Adjustments

- a. Minor clerical adjustments, such as correction of grammatical errors, updates of section numbers, references to the Residential Faculty Policies, or clarification of terminology, may be made by the Faculty Senate, in consultation with the College President, in order to maintain the currency of the College Plan.
- b. All Minor clerical adjustments must be non-substantive in nature and designed simply to keep the College Plan current, accurate and unambiguous.
- c. Upon approval, the Faculty shall be notified of the adjustment.
- d. Should a proposed minor clerical adjustment not be agreed to by both the College President and the Faculty Senate, the change will be subject to the full process for amendment of the College Plan.

Appendix A – Roles and Duties of Department Chairs

The responsibilities of Department Chair vary among the academic, occupational and service departments. This job description represents typical duties of a Department Chair, and while some duties may not apply in all cases, additional duties may be required in others.

1. Administration of Department Staffing
 - a. Facilitate the hiring of Residential Faculty including serving, or appointing a designee, as chair of the search committee.
 - b. Facilitate the hiring and evaluation of adjunct Faculty.
 - c. Identify, select and evaluate other supervisory and nonsupervisory roles in accordance with the established department procedures in the college plan.
 - d. Supervise, support, and evaluate residential Faculty according to the RFP.
 - e. Supervise, support, and evaluate staff and temporary employees according to the Staff Policy Manual.
 - f. Communicate college and district objectives, policies, and procedures to division/department Faculty and staff.
 - g. Follow the appropriate process for retention or dismissal of department Faculty, adjunct Faculty and classified personnel.
 - h. Facilitate the supervision of student-workers in the department.
2. Management of Department Affairs
 - a. Facilitate department meetings as needed.
 - b. Facilitate full and transparent communication between department members and college administration.
 - c. Plan, manage and oversee class schedules.
 - d. Participate in resolution of conflict in compliance with district policies.
 - e. Participate in resolution of student complaints in compliance with district policies.
 - f. Plan, manage and oversee department budgets and ensure public stewardship of department resources.
 - g. Assign teaching schedules to department Faculty and other responsibilities as to comply with district and college policy.
 - h. Inform adjunct Faculty of certification requirements, attendance regulations, and other responsibilities assigned.
 - i. Review, approve and submit department reports including annual department reports, program reviews, and staffing requests.
 - j. Develop and administer a procedure for use of substitute personnel in the department.
 - k. Prepare and maintain catalog materials related to the department.
3. Coordinate the Improvement of Instruction
 - a. Facilitate the selection and approval process for textbooks and related materials.
 - b. Recommend the revision, deletion and addition of department courses.
 - c. Work with advisory committees in the development of new curricula appropriate for the department.
 - d. Facilitate department programs' documentation of evidence-based practices for assessing and improving intended outcomes.
 - e. Coordinate the required development and modification of occupational program competencies.

4. Facilitate Department/Administrative/Community Relations
 - a. Serve and participate in peer leadership groups (e.g. chair council, curriculum committee, etc.)
 - b. Facilitate articulation with other educational institutions at the department level.

Appendix B – Roles and Duties Non-Chair, Supervisors (Occupational and Academic Program Directors, and Service Faculty Directors)

The responsibilities of Non-Chair, Supervisors vary among programs. This job description represents typical duties and responsibilities, and while some duties and responsibilities may not apply in all cases, additional duties and responsibilities may be required in others.

1. Oversee the organization, administration, periodic review, continued development and general effectiveness of the program.
2. Ensure effective and efficient use of, and the public stewardship of, program resources.
3. Recommend and/or facilitate the procurement of equipment, supplies, and materials appropriate to the program.
4. Monitor the program's budget in collaboration with the department chair and other department Faculty. Submit, as required, proposals for increases in course fees, capital equipment, and other resources.
5. Maintain program labs and specialized learning spaces.
6. Collect and analyze outcome data regarding program goals and competencies.
7. Ensure program compliance with state and/or national accreditation standards.
8. In conjunction with the Department Chair, prepare accreditation and/or approval documentation and reports.
9. Submit reports as required by administration.
10. Facilitate program staff and Faculty meetings as needed.
11. In conjunction with the Department Chair, maintain appropriate program personnel information and documentation as required by MCCC group and policy handbooks, accrediting/approval entities, and/or other organizations or guidelines applicable to the program.
12. Facilitate the selection, orientation, mentoring, advising, scheduling, supervision, evaluation, and dismissal of adjunct Faculty, associated lab assistants, substitute Faculty and program other staff.
13. Participate in schedule building within the department.
14. Monitor and recommend revisions to college catalog and other print or electronic materials.
15. Develop, evaluate, and revise curriculum consistent with industry standards.
16. Select and recommend textbooks, scientific references, periodicals, and other materials related to the program.
17. Supervise student orientations to the program.
18. Facilitate the advisement and retention of program students.
19. Participate in program promotion and recruitment activities, as appropriate.
20. In collaboration with the Department Chair, respond to complaints from students, Faculty, and staff within the program.
21. Recommend selection of advisory council members and facilitate program advisory council meetings and other communications.
22. Participate in occupational-related/professional committees established by business, industry, and government organizations.
23. Serve as a liaison/representative to Instructional Councils/Articulation Task Forces and other relevant campus, District, and community-based committees.
24. Create and maintain partnerships relevant to the program, establish and maintain practicum site relationships, including visitation of sites and collaboration with practicum coordinators.
25. Foster program communication throughout the campus and district.

Appendix C – Roles and Duties of Non-Chair, Supervisors (Lab Tech Supervisor)

A Non-Chair, Supervisor: Lab Tech Supervisor is a Faculty member who oversees the operations of a college lab under the supervision of a Department Chair or program director.

The responsibilities of Non-Chair, Supervisor: Lab Tech Supervisors vary from department to department. This job description represents typical duties and responsibilities, and while some duties and responsibilities may not apply in all cases, additional duties and responsibilities may be required in others.

1. Oversee the daily operations all Department labs.
2. Ensure effective and efficient use of, and the public stewardship of, lab resources.
3. Recommend and/or facilitate the procurement of equipment, supplies, and materials appropriate to the Labs.
4. Develop and maintain working relationships with vendors and employees involved with procurement and financial aspects of supplies and equipment.
5. Oversee and supervises the monitoring, maintenance, repair, replacement and inventory of all department lab supplies and equipment.
6. Supervises, oversees and maintains the use and application of computers, audiovisual equipment and software used in the department labs for teaching and student activities.
7. Monitor the Lab budget in collaboration with the department chair and other department Faculty. Submit, as required, proposals for increases in course fees, capital equipment, and other resource.
8. Maintain and update lab safety procedures in compliance with OSHA and general lab standards and safety.
9. Collaborate with Faculty in the development, design and implementation of student lab curriculum and activities.
10. Supervise, train and evaluate laboratory staff including HRMS approvals.
11. Recommend disciplinary action and/or removal of laboratory staff to the Department Chair.