

## **ESTRELLA MOUNTAIN COMMUNITY COLLEGE COLLEGE PLAN**

The College Plan was developed by the Estrella Mountain faculty and submitted to the president for approval. As part of the revision and continuous improvement process, during the academic year 04/05, the Estrella Mountain Community College Division Chair Job Description was incorporated into the Estrella Mountain College Plan document.

### **1. Definitions**

- A. The College Plan contains the specific procedures to govern the selection process, terms of service, qualifications, and other aspects of the division chair role.
  
- B. “Faculty” refers to residential faculty; it does not include one-year or one-semester only faculty.
  
- C. “Division member” refers to a faculty member assigned to the division. Whenever possible, faculty will be assigned to only one division. If there is a need to split a load between two divisions, the faculty member, at the time of assignment, will be given the choice of his or her primary division assignment for purposes of voting.
  
- D. A “Division Chair” is a faculty member as defined in the Residential Faculty Policy Manual with certain administrative functions as assigned by appropriate college personnel. The division chair is a member of the division who has been a faculty member at EMCC in that division for at least one year, except in areas that have unique program and budgetary needs. Exceptions may be made with agreement between the EMCC president and the Faculty Senate president and the faculty from that division.
  
- E. An “Evening and/or Weekend Supervisor” is defined as one who the Division Chairperson, in consultation with the residential faculty of a division, may determine the need for and the selection of an evening or weekend supervisor(s). Candidates will meet the requirements of the College Plan; part 2 Qualifications for Division Chairperson. This individual will be selected from among the residential faculty members of the division.

The recommendation of the selected candidate will then be made to the appropriate Vice President or Dean by the Division Chairperson. The evening and/or weekend supervisor(s) work(s) under the direction of the Division Chairperson

- F. A “Summer Supervisor” is defined as one who the Division Chairperson, in consultation with the residential faculty of a division, may determine the need for and selection of a summer supervisor(s). Candidates will meet the requirements of the College Plan; part 2 Qualifications for Division Chairperson. This individual will be selected from among the residential faculty members of the division. The recommendation of the selected candidate will then be made to the-appropriate Vice President or Dean by the Division Chairperson. The Summer Supervisor(s) works under the direction of the Division Chairperson.
  
- G. An “Occupational Program Director” is a faculty member as defined in the Residential Faculty Policy Manual with certain administrative functions as assigned by appropriate college personnel.
  
- H. Conditions of service for division chairs and occupational program directors, including compensation and accountability, are in accord with the Residential Faculty Policies.
  
- I. “EMCC President” means the Chief Executive Officer of EMCC or his/her designee.
  
- J. “Faculty Senate” means the EMCC faculty senate or a successor organization.
  
- K. A “simple majority” as it relates to voting results is here defined as more than half the votes cast. A “2/3 majority” as it relates to voting results is here defined as at least 2/3 of the votes cast. A “3/5 majority” as it relates to voting results is here defined as at least 3/5 of the votes cast. A simple, 2/3, or 3/5 majority does not include faculty members who abstain, are absent, or do not vote.
  
- L. “Reorganization” means but is not limited to the division, creation, merger, and dissolution of instructional units.

## **2. Division Organizational Structure**

The following division organizational structure lends itself to interdisciplinary cooperation and articulation and provides a suitable mechanism for the faculty to share in the governance of the College.

A. The Division Chairpersons of Arts and Composition; Behavioral Sciences and Cultural Studies; Information Resources; Mathematics, Physics, and Engineering; Modern Languages; and, Science will report to the Dean(s) of Academic Affairs.

B. The Division Chairpersons of Instructional Computing and Occupational Education will report to the Dean(s) of Occupational Education. The Division Chairperson of Nursing will report to the Vice President of Occupational Education.

C. The Division Chairperson of Counseling will report to the Dean(s) of Student Affairs.

## **3. Division Chair Responsibilities**

### A. Job Description

Division Chairpersons will be responsible for assisting the Deans and Vice Presidents in implementing the educational mission of Estrella Mountain Community College by:

1. Participation in short and long range planning and evaluation for facilities design, instructional, and staffing needs.
2. Coordinate, manage, collaborate, and solve problems to attain educational goals.
3. Act as an advocate for faculty, per the RFP.
4. Serve as a liaison for students, per the Common Pages and Student Handbook.
5. Collaborate in preparation and administration of budgets.
6. Provide instructional leadership for the division.
7. Facilitates community relations, as appropriate.
8. Facilitate two-way communication between division members, Vice Presidents, Deans and/or other personnel as appropriate.

Ten (10) Division Chairpersons are elected to provide leadership in the following areas:

Arts and Composition

Behavioral Sciences and Cultural Studies

Counseling

Information Resources

Instructional Computing

Mathematics, Physics and Engineering

Modern Languages

Nursing

Occupational Education

Science

### B. Curriculum

1. Collaborates with appropriate faculty to prepare the class schedule for the division within the specified timelines.
2. Evaluates the viability of new program/course requests and modifications of existing courses/programs as requested by the division faculty
3. Develops and evaluates proposals for special projects
4. Serves on appropriate instructional council or selects designee
5. Consults with the administration and division faculty on curriculum, course, and program matters.
6. Coordinates the articulation of division disciplines with secondary schools and institutions of higher education
7. Supports the development of objectives and outlines for new and revised courses/programs by division faculty
8. Maintains a file of current syllabi for all instructors in all classes

9. Encourage integration of EMCC abilities at the classroom and program level.

#### C.Personnel

1. Recommends to the appropriate Vice President or Dean the employment of residential faculty, adjunct faculty, evening/weekend/summer supervisor(s), and staff for the division
2. Participates in the evaluation of division faculty as outlined in the RFP and Adjunct Faculty Policy manuals
3. Performs annual evaluations of the Evening/Weekend/Summer Supervisor(s)
4. Communicates college and district philosophies, objectives, policies, and procedures to the division faculty and staff
5. Assumes a responsibility for keeping faculty and staff informed about college and district matters.
6. Fosters faculty and staff development and professional growth
7. Coordinates, processes, and resolves conflicts concerning the assignments of faculty
8. Provides appropriate orientation for all faculty and staff
9. Supervises and evaluates personnel in the division as per the appropriate Policy Manual.
10. Coordinates the assignment of student employees within the division
11. When requested, participates in the informal resolution of conflicts between students and division faculty.
12. Mediates personality and philosophical conflicts within the division
13. Responsible for the job posting and hiring process of new faculty for the division
14. Supports access to technology within the division

#### D.Budget

1. Coordinates the development and administration of the division budget and special program budgets in consultation with division faculty and recommends those budgets to the appropriate Vice President or Dean.
2. Coordinates the requests for capital items for the division in consultation with division faculty and submits those requests to the appropriate administrator
3. Manages the division and special program budgets
4. Follows established District and College purchasing procedures and policies.

#### E.Administrative

1. Recommends to the appropriate Vice President or Dean all facility needs and modifications necessary to the functioning of the division
2. Processes required reports such as personnel absence reports

3. Coordinates and verifies the selection, ordering, and availability of textbooks for the division
4. Conducts regular divisional faculty meetings
5. Maintains an inventory of division equipment
6. Initiates procedures for necessary repairs and maintenance of division equipment and facilities
7. Works with advisory committees
8. Facilitates long-range planning by division personnel
9. Attends division chairperson meetings
10. Assists the appropriate Vice President or Dean during the first week of instruction in the coordinating of normal first week activities, i.e., room changes, last minute instructor no-shows, aiding students, etc.
11. Initiates schedule changes and submits them to the appropriate Vice President or Dean.
12. Promotes diversity in the division
13. Represents division on appropriate campus committees such as those involving campus leadership, strategic planning, budget, academic issues, and student academic achievement.
14. Maintains responsibility for adjunct faculty credentials and required documentation.
15. Coordinates and verifies division members' committee assignments and reports to Faculty Senate President upon request.

#### **4. Evening or Weekend Supervisor Responsibilities**

1. The Evening /Weekend Supervisor will be physically available during the course of terms for which s/he is responsible in accordance with a schedule agreed upon with his/her appropriate Dean.<sup>2</sup>
2. The Evening /Weekend Supervisor participates in the evaluation of evening or weekend faculty as outlined in the Adjunct Faculty Policy manual.
3. The Evening /Weekend Supervisor assists the Division Chairperson with the employment and assignment of any personnel (faculty and non-faculty) who may be required for the evening or weekend program.
4. The Evening /Weekend Supervisor reports personnel absences to the Division Chairperson.
5. The Evening /Weekend Supervisor acts as a conduit between the Division Chairperson, students, and evening or weekend faculty in the informal resolution of conflicts.
6. The Evening /Weekend Supervisor assumes responsibility for keeping evening or weekend faculty and staff informed.
7. The Evening /Weekend Supervisor assists the appropriate Division Chairperson during the first week of instruction in the coordination of normal first week activities (i.e., room changes, last minute instructor no-shows, aiding students, etc.) for the evening and/or weekend program.
8. The Evening/Weekend Supervisor will post separate office hours for evening/weekend supervision.
9. The Evening/Weekend Supervisor will share his/her name and work phone number with relevant adjunct faculty and cell phone number with appropriate Dean and senior leadership for Emergency Preparedness Plan purposes.

10. The Evening /Weekend Supervisor assists the Division Chair with the evening/weekend schedule building and changes.<sup>1</sup>
11. The Evening/Weekend Supervisor will be trained and made aware of college emergency and college communication protocols and procedures. This will be provided through college Public Safety.

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<sup>1</sup> Compensation will be at the rate of two-tenths (0.2) load hour per section, with concurrent sections calculated as a single section, not to exceed thirty (30) sections per semester. Compensation for Service Faculty will be based on the number of Service Faculty contract hours at the rate of (0.2) load hour per contract hour, not to exceed thirty (30) hours per semester per supervisor. Duties include, but are not limited to, scheduling of classes, recruitment, selection and evaluation of Adjunct Faculty, resolution of problems, and supervision of staff.

<sup>2</sup> If the Division is unable to identify a residential faculty member as Evening/Weekend Supervisor, the appropriate Dean will appoint an Evening/Weekend Supervisor.

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### **5. Summer Supervisor Responsibilities<sup>3</sup>**

1. The Summer Supervisor will be physically available during the course of terms for which s/he is responsible in accordance with a schedule agreed upon with his/her appropriate Dean.<sup>4</sup>
2. The Summer Supervisor reports personnel absences to the appropriate College Personnel, inclusive of Deans, Human Resources Staff, etc.
3. The Summer Supervisor participates in the informal resolution of conflicts between students and summer faculty.
4. The Summer Supervisor assumes responsibility for keeping summer faculty and staff informed of any pertinent information, including District mandated changes, and facilitates the flow of information at the College level. This includes being the liaison between the Division Chair and students, faculty, and administrators as issues develop.<sup>5</sup>
5. The Summer Supervisor acts as a liaison to the Division Chair regarding institutional needs, such as missing grades and contacting faculty when issues from the previous Spring semester arise during Summer Sessions.<sup>5</sup>
6. The Summer Supervisor assists the appropriate Dean during the first week of instruction in the coordination of normal first week activities ( i.e., room changes, last minute instructor no-shows, aiding students, etc. ) for the Summer Sessions.
7. The Summer Supervisor assists the Division Chairperson with employment and assignment of any personnel (faculty and non-faculty) who may be required during the Summer Sessions.
8. The Summer Supervisor will post office hours for summer supervision.

9. The Summer Supervisor will share his/her name and work phone number with relevant adjunct faculty and cell phone number with appropriate Dean and senior leadership for Emergency Preparedness Plan purposes.
10. The Summer Supervisor will be trained and made aware of college emergency and college communication protocols and procedures. This will be provided through college Public Safety.

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<sup>3</sup> Compensation will be at the rate of one-tenth (0.1) load hour per section, with concurrent sections calculated as a single section, for Summer I and Summer II (day and evening sections). Compensation for Service Faculty will be based on the number of Service Faculty contract hours per week, averaged over the number of weeks of Summer I and Summer II, at the rate of one tenth (0.1) load hour per contract hour.

<sup>4</sup> The Division Chair will identify the Summer Supervisor for her/his Division to the appropriate Dean. If the Division is unable to identify a residential faculty member as Summer Supervisor, the appropriate Dean will appoint a Summer Supervisor.

<sup>5</sup> If the Division Chair is physically unavailable during the summer, the Summer Supervisor will be the liaison between the appropriate Dean and students, faculty, and administrators as issues develop.

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## **6. Occupational Program Director Responsibilities**

The occupational program director shall assume primary responsibility for the given educational program, including the organization, administration, periodic review, continued development, and general quality / effectiveness of said program. The program director assumes a leadership role in continued development of the program, including procedures required by the accreditation review process, if applicable. The primary focus of the position rests with program management, rather than issues of general institutional management.

## **7. Division Chair Selection, Terms, and Evaluation**

Each division chair shall be evaluated in the spring of each year as per the RFP. This includes both an evaluation by the appropriate Vice President or Dean and evaluation by the faculty members in the division as described in the college plan.

### **A. Qualifications for Division Chair**

1. Meets certificated faculty requirements for at least one of the Disciplines in the division.
2. Meets the requirements of “1. Definitions’ B, C, and D.



## B. Division Chair Selection Process

1. The division chair shall be determined by an election of the faculty members within the division.
2. If, on the first Friday of September, a division is awaiting fiscal approval or rejection of a reorganization, the division shall defer its election until the outcome of the reorganization is determined.
  - i. If reorganization is approved, the newly approved division(s) shall commence elections within 10 faculty accountability days. The procedures for ballots and tabulation of results shall be the same as outlined in this section with a time line determined by the EMCC President and the Faculty Senate President.
  - ii. If reorganization is rejected:
    - a. If an affected division was not scheduled to hold an election, no election will occur and no further action is required.
    - b. If an affected division was scheduled to hold an election, the division shall commence its election within 10 faculty accountability days. The procedures for ballots and tabulation of results shall be the same as outlined in this section with a time line determined by the EMCC President and the Faculty Senate President.
3. The EMCC President shall, in writing by the first Friday in September inform members of all divisions, including those on leave or sabbatical, in which an election for chair is due and call for nominations or self-nominations of individuals willing to run for election in October.
4. Nominations or self-nominations by interested faculty qualifying to be members in that division per “2. Qualifications for Chair” shall be submitted in writing to the EMCC President by the end of the third Friday in September.
5. In making the ballots, the EMCC President will make certain all nominees meet the requirements of “2. Qualifications for Chair.”
6. The EMCC President shall inform those nominated of their nomination and prepare a list of nominees which will be distributed to all faculty members no later than the first Friday of October.
7. In the event of no nominees or self-nominees see 3. Selection Process.
8. The EMCC President distributes election ballots to all eligible voters of the division no later than the first Friday of October.
9. Election shall be by secret ballot due back in the ballot box in the president’s office by the fourth Friday in October, such date being printed on the ballot. The procedure for return and confirmation of proper ballots shall be according to procedures established jointly by the EMCC President with the Faculty Senate President.
10. Ballots will be opened and counted by, and in the presence of, the EMCC President, the Faculty Senate President, and the Faculty Senate President-elect. If either of the Faculty Senate presidential officers is on the ballot, they shall be replaced by another Faculty Senate officer. If no such Faculty Senate officer is available, the Faculty Senate shall appoint a faculty member whose name is not on the ballot(s).
11. The new division chair shall be determined by a simple majority of votes cast.

12. There would be a runoff election in the following cases:
  - i. There is a tie between two or more nominees.
  - ii. There are more than 2 nominees and neither of those who receive the two highest vote tallies has a simple majority of votes cast.
13. The procedures in Selection Process B. 1-11 will be followed in the event of a runoff election with a time line determined by the EMCC President and the Faculty Senate President.
14. 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 Faculty Senate President, will be held to select the chair.
15. In the event of no nominees or self-nominees the following will occur:
  - i. The EMCC President shall issue a second call for self-nominees. Nominations shall be due by the following Friday.
  - ii. The procedures for ballots and tabulation of results shall be the same as “3. Selection Process” B. 1-11 with a time line determined by the EMCC President and the Faculty Senate President.
  - iii. The EMCC President shall prepare a final ballot of individuals nominated and will distribute these names within two weeks to all faculty in that division, including those on sabbatical or leave, following the election call.
  - iv. If again no nominee or self-nominee surfaces a plan of action, agreed upon by the EMCC President, the Faculty Senate President and the faculty from that division, will be created and followed to provide for the faculty governance of the division.

### C. Term of Office

1. Each term shall be for two years.
2. An outgoing division chair shall be encouraged to mentor the incoming division chair in the performance of “2. Division Chair Job Description,” although performance of this role shall not be considered part of the outgoing division chair’s job description.
3. The term of office shall begin immediately after the last day of the Spring Semester.
4. A chair can only serve three full consecutive terms unless there are no nominees when the first call for nominees is made. Then, the residing chair may run for reselection.

### **8. Division Chair Peer Evaluation**

- A. Each division chair shall be evaluated annually by the faculty members in the division.
- B. All division members will receive, from the division chair, by the first week of February, a copy of the job description for division chairs.
- C. Division members will be given opportunity in writing or electronically, by February 15, using a plus/delta form to evaluate division chairs in four categories that are listed

below. Refer to appendix, Division Chair Job Description, for complete evaluation criteria.

Categories:

Curriculum

Personnel

Budget

General Administrative Items

- D. A faculty division member has a right to a conference with the division chair to discuss issues or concerns.
- E. All evaluations will be given to the division chair.

### **9. Interim Division Chair**

Within one week of a Division Chair's announcement that s/he will need to be away from her/his job for more than two weeks, there will be an election by ballot for the Interim Division Chair by division faculty. Ballots will be counted by the Faculty Senate President, with the Faculty Senate President-elect as a witness. The vote will be decided by a simple majority. The Interim Division Chair will serve for the duration of the Division Chair's absence or until the next scheduled Division Chair election. The Interim Division Chair will take on the full responsibilities of the Division Chair and will be compensated a pro-rated amount for time served. Upon the Division Chair's return, the Division Chair will resume her/his duties and compensation.

### **10. Division Chair Vacancy**

- A. A vacancy in a chair position shall be declared when a residing chair resigns, is absent for 60 successive days of accountability, is removed or is reassigned.
- B. In the case of a vacancy a new election will be held within two weeks to fulfill the remainder of the term. The procedures for ballots and tabulation of results shall be the same as for an election with a time line determined by the EMCC President and the Faculty Senate President (see "3. B. 1-11 Selection Process").
- C. Exceptions to this vacancy procedure may be made with agreement between the EMCC President and the Faculty Senate President and the faculty from that division.

### **11. Removal of a Division Chair**

- A. A recall election may be initiated by either:
  - 1. A signed petition of two-thirds, (this number being rounded to the nearest unit) of the division faculty members presented to the EMCC President, or
  - 2. The EMCC President.

- B. The recall election shall take place within two weeks of said petition or president's call. The procedures for ballots and tabulation of results shall be the same as "3. Selection Process' B. 1-11 with a time line determined by the EMCC President and the Faculty Senate President.

## **12. Divisional Reorganization**

A. Division(s) 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.

B. 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.

C. If the extent of reorganization proposed is limited to a simple change to the name of the division, and that proposal does not include or imply any other changes to the division makeup, and the proposal has no impact on any other division, the streamlined process detailed in this paragraph may be used.

i. As with any reorganization, a simple division name change begins as a formal agenda item at a regularly scheduled division meeting.

ii. By a 3/5 majority vote of the faculty in the division, the proposal for simple division name change shall proceed to "14. Revision of the College Plan."

iii. 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.

D. Any reorganization that falls outside of these criteria will require the use of the formal reorganization process detailed in the remainder of this section.

### 13. Divisional Creation

In the case of the creation of a division where none currently exists, the process shall start at 13.A.3. with the committee being made up of the affected faculty.

#### A. Initial Steps for divisional reorganization

1. A divisional vote(s) for reorganization shall occur in the fall semester. By a 3/5 majority vote of the faculty in each of the affected division(s), the division(s) structure shall be subject to reorganization. In the case of an administrative proposal, the affected faculty will provide rationale and justification for rejecting the proposal. After receiving rationale and justification for rejection of the proposal the Dean(s) and Vice-President(s) will be provided the opportunity to meet with the affected faculty to discuss the decision.
2. A divisional reorganization committee hereafter referred to as the committee, will be created. The committee will consist of members to be determined by the division(s) in question faculty. In the case where there is more than one division affected there will be equal representation from each division on the committee.
3. The committee will schedule meeting(s) to discuss and collaboratively develop the reorganization proposal, hereafter referred to as proposal, with appropriate Dean(s) and Vice-President(s)
4. The appropriate Vice-President(s) will inform the College President and senior college leadership of the intent of the division(s) to reorganize.

#### B. Divisional Reorganization Proposal

1. The committee and the appropriate Dean(s) and Vice-President(s) will collaboratively develop a proposal using the following guidelines:

2. Rationale for Proposal

- i. Justification that the restructuring is to the overall advantage of the students, the college, and the division. Justification will include: best practices on academic organization underscoring student success; name of proposed division(s) and distribution/grouping of prefixes; and how specified grouping(s) of faculty and teaching disciplines will operate as a separate division(s). (see **Division(s) Snapshot** below for suggested informational items)

- ii. Sufficient number of full time 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.)

3. Impact on College Budget

- i. The documentation of the budget impact will include the following budget considerations as outlined in the RFP:

- a. Remuneration of division chairperson(s)

- b. Administrative Reassigned Time
- c. Personnel (i.e. clerical support, lab techs, adjuncts, PSA etc.)
- d. Summer Extended Contract Hours as Related to Department/Division FTTE
- e. Evening/Weekend Supervisor(s)

#### 4. Resource Allocation

i. 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.

#### 5. Division(s) Snapshot

i. The proposal may include a divisional fact sheet addressing data including but not limited to:

- a. Direct reports (e.g. Residential faculty, adjunct faculty including dual enrollment, and PSA)
- b. Evening supervisors
- c. FTSE
- d. Total number of evaluations per semester
- e. Total number of sections currently offered per semester by division(s)
- f. Number of disciplines in current division(s)
- g. Ratio of voting representation at leadership meetings
- h. Revised Organizational Chart

6. The Dean(s) and Vice-President(s) will provide feedback to the committee based on discussions with the college president.

7. The committee will share the completed proposal with the division(s) in question.

8. The completed proposal shall be submitted to the appropriate Vice-President(s) no later than the last business day of the second week of February in the semester immediately following the divisional vote for reorganization.

9. The appropriate Vice-President(s) shall submit the proposal to the College President by the first business day in March of the semester immediately following the divisional vote for reorganization. Official notification of the submission of the proposal and copies of the proposal will be provided to Faculty Senate and senior college leadership at this time.

### C. Approval Process

By April 1, the College President will respond to the proposal by informing the appropriate Vice-President(s) and division chairperson(s) in one of the following three ways:

1. Approval of the Proposal

- i. Following section 9 of the College Plan, the EMCC College Plan will be amended to reflect the new divisional structure.
- ii. The organizational structure and reporting pattern of the newly created division(s) shall follow the RFP and EMCC College Plan.
- iii. The affected division(s) will work to do the following:
  - a) During transition the current divisional structure still applies. The current division chairperson(s) is responsible for the newly created division(s) divisional plan(s) and corresponding budget(s) in accordance with college timelines.
  - b) The newly approved division(s) must hold division chairperson elections pursuant to the EMCC College Plan “3. Division Chair Selection-” by the last business day of the first week of May.

2. Approval of the Proposal Contingent Upon Revisions

- i. The committee and the Dean(s) and Vice-President(s) will meet to collaboratively revise the proposal and resubmit to the college president by May 1.
- ii. The College President will respond to the revised proposal by the last day of accountability of the spring semester and the affected division(s) will work to do the following:
  - a) Following section 9 of the College Plan, the EMCC College Plan will be amended to reflect the new divisional structure no later than the second week of accountability during the fall semester immediately following approval.
  - b) The organizational structure and reporting pattern of the newly created division(s) shall follow the RFP and EMCC College Plan.
  - c) During transition the current divisional structure still applies. The current division chairperson(s) is responsible for the newly created division(s) divisional plan(s) and corresponding budget(s) in accordance with college timelines.
  - d) The newly approved division(s) must hold division chairperson elections pursuant to the EMCC College Plan “3. Division Chair Selection.”

3. Rejection of the Proposal

- i. The College 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 College President to discuss the decision.

- ii. The affected division(s) should consider the College President's response in future reorganization proposals.
- iii. Division(s) may start the reorganization process at any time provided they follow the EMCC College Plan.
- iv. Division(s) that deferred division chairperson elections pending the outcome of a proposal must hold division chairperson elections pursuant to the EMCC College Plan "3. Division Chair Selection."

#### **14. Revision of the College Plan**

- A. A proposal for change in the policy may be presented to the Faculty Senate by any faculty member at Estrella Mountain or by the EMCC President. The proposal for change in the policy may occur at any time.
- B. The Faculty Senate will then address the proposed change in the plan by using the following process. Divisional Reorganization proposals approved by the EMCC President (see College Plan Section 8.C) will begin with Step 3 below.
  1. If quorum is established per Article VIII, Section 1 of the Faculty Senate Constitution, then the proposal to amend the EMCC College Plan will move forward with a 2/3 majority of the votes cast (Article I, Section 6 of the Faculty Senate Constitution). An abstention vote (Article I, Section 7 of the Faculty Senate Constitution) will count towards the number required to meet quorum (Article VIII, Section 1 of the Faculty Senate Constitution), but will not count towards the number required to have a 2/3 majority of the votes cast (Article I, Section 6 of the Faculty Senate Constitution). If a quorum (Article VIII, Section 1 of the Faculty Senate Constitution) is not met, then the proposal fails.
  2. The Faculty Senate President will bring the proposal to the EMCC President. The EMCC President will be given the opportunity to address the proposal and recommend changes.
  3. Changes to the EMCC College plan become effective when the EMCC President and the faculty in the Faculty Senate Agree. Faculty agreement is obtained by sending the final proposal to the faculty for a vote. If quorum is established per Article VIII, Section 1 of the Faculty Senate Constitution, then the proposal to amend the EMCC College Plan will be approved with a simple majority of the votes cast (Article I, Section 6 of the Faculty Senate Constitution). An abstention vote (Article I, Section 7 of the Faculty Senate Constitution) will count towards the number required to meet quorum (Article VIII, Section 1 of the Faculty Senate Constitution), but will not count towards the number required to have a simple majority of the votes cast (Article I, Section 6 of the Faculty Senate Constitution). If a quorum (Article VIII, Section 1 of the Faculty Senate Constitution) is not met, then the proposal fails.
- C. Unless otherwise specified, changes will take effect after the revised College Plan is signed by the EMCC President and the Faculty Senate President.



D. The College Plan shall undergo periodic review every two years by a sub-committee of the Faculty Senate.

## APPENDIX A

### FACULTY OFFICE SELECTION COMMITTEE POLICY

Estrella Mountain Community College

#### COMMITTEE CHARGE

##### **Faculty Office Selection Committee Charge**

The Faculty Office Selection Committee (hereby referred to as the Committee) will function as a recommending body. The charge is to communicate office availability by the process described in this document and recommend faculty office assignments to the Vice Presidents.

##### **Changes to Faculty Office Selection Committee Policy**

The Committee will forward policy recommendations (modifications and additions) to the EMCC Faculty Senate (hereby referred to as the "Senate") for discussion, modification, and approval and then to the Vice Presidents for further discussion and approval.

#### DEFINITIONS

##### **Committee Membership**

The Committee will consist of three residential faculty members. The Faculty Senate President, Faculty Senate President-Elect, and a faculty member at-large. The Faculty Senate President will chair the Committee. The Faculty Senate President-Elect and a faculty member at large will serve on the Committee for a 1-year term. This service is not considered an official committee assignment.

##### **Available Office Space**

By the first week of March, the Faculty Senate President will request a list of available faculty office space from the Vice Presidents of Administrative Services. After sending the list, EMCC administration will make every consideration not to place a non-faculty member in a faculty office. This list will include currently available offices, offices anticipated to be vacated, and offices planned in new construction.

##### **Office Types**

Single Office - completely enclosed office with a locking door and window or skylight to house one faculty member.

### **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.

### **"Seniority" List**

Faculty will be placed on a Faculty Seniority List to be generated each year by the EMCC Human Resources Office. The EMCC Human Resources Office will use the definition of seniority described in the Faculty Senate Constitution (Article 1, Section 5) to create the Seniority List. The Faculty Senate President will request the Faculty Seniority List from the EMCC Human Resources Office during the first week of March.

## **PROCEDURES**

The reallocation of existing and assignment of new offices will be coordinated by the Committee following this policy document. Faculty may move their office through this process no more than once every 2 academic years. Standard procedure office moves will occur during the month of May.

### **Communication of Office Availability**

Protocol: During the first week March, the Office Selection Committee Chair will send an email to the Vice President of Administrative Services, requesting a list of vacant faculty offices. Then, the Faculty Senate President will send an email to all faculty announcing any office availability during the first week of April. Faculty office moves will only take place once a year, during May.

Information will be cited in terms of location. This email will cite the location of the offices available and include a deadline by which a reply email should be sent.

Faculty interested in applying for an office transfer will indicate in writing via email by the stated deadline (a minimum of 24 hours). Email requests should be directed to the Faculty Senate President. Once the deadline has passed, the Faculty Senate President will notify the Committee, Division Chairs, Deans, and Vice Presidents of the requests.

Office transfers requested by faculty members to any available office spaces will be made by the Committee in accordance with each faculty member's rank on the Faculty Seniority List. Seniority is based on the definition in the EMCC Faculty Senate Constitution Section 5. In the event of a tie, there will be a draw by lottery. Requests will be processed in a timely manner.

At the discretion of the Committee, 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/remodeling, it is assumed

that the total number of faculty offices on campus will be sufficient for the number of Full-Time Residential Faculty at EMCC (For every demolished office, another office will be provided). Therefore, offices can still be assigned by seniority.

The Committee will forward its recommendations to the Division Chairs and Deans for informational purposes and to the Vice Presidents for final approval. Any decision on the part of the Vice Presidents to deny an office move must be justified in writing to the Committee in April.

When faculty office selections have been made and approved, in April the Committee will send out another call for the most recently vacated offices. This will be the second and final call for faculty office selection for the year.

Once office transfers are approved by the Vice Presidents, the Vice Presidents will notify Facilities and Planning as well as Technical Support Services so that moves/transfers will occur as soon as possible after the assignment of offices (within the timeframe of Facilities and Planning and Technical Support Services). The Vice Presidents will alert the Faculty Senate President of their predicted timeline, and the Deans will notify the faculty who are moving as to where they are moving and when. Faculty who are moving offices need to vacate their offices by the close of business the Tuesday following graduation.

## **CRITERIA**

### **Institutional Initiatives**

In the event that senior administration in collaboration with Faculty Senate support an institutional initiative that is best served by the modification of faculty office assignments, the standard faculty office selection procedure will apply with the following exceptions: 1) Office moves will not be restricted to the annual May timeframe allotted for general faculty office moves; 2) Senior administration will work in collaboration with the Faculty Office Selection Committee to coordinate the faculty office moves.

### **Determination and Communication of Office Assignments for New Faculty**

All new 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 division chairs notify the Committee of new hires. Division chairs may notify the Faculty Senate President only after acceptance by the candidate for the position is offered. Once notification has been received, the office will be assigned in collaboration with the appropriate Division Chair and forwarded to the Deans and Vice Presidents for their approval. Priority will be given to integrate the new faculty into the life of their division. Thus, for first office assignments only, seniority (as defined in Article 1, Section 5 of the Faculty

Senate Constitution) does not apply.

If a faculty member takes a one-year leave (sabbatical, special assignment, medical, or other leave), his/her office will be available for new faculty, for that one-year period, if no other office is available.

After the original office assignment is made, new hires shall be placed in rank on the Faculty Seniority List for any future office transfer considerations.

### **Division Chair Office Moves**

Faculty members elected to Division Chair positions will vacate their originally assigned offices to occupy the designated Division Chair office assigned to their division. Faculty members stepping down as Division Chair will switch offices with the incoming Chair, and may also notify the Committee as to their intention to enter into the office transfer process by the last week of accountability in the last semester of their position.

### **"Replacement" Faculty Office space**

When a person is hired on a temporary basis (e.g., a short, limited time period, such as a one-semester-only) to replace faculty on sabbatical, temporary reassignment/release time, or on other college-approved leave, the replacement shall have office space made available to him/her. In most instances, the replacement will occupy the space of the person s/he is temporarily replacing. This space is not considered available office space.

### **Residential Faculty Members Starting in Spring**

If there is a hiring situation where a residential faculty member starts in the spring semester, refer to Emergency OYO/OSO Hires protocol. Priority will be given to this permanent residential faculty hire of an emergency OYO/OSO hire.

### **One-Year-Only / One-Semester-Only (non-replacement faculty)**

An office to which an OYO/OSO faculty has been officially assigned, and which was not originally encumbered to another faculty member on sabbatical, on leave, or reassigned, will remain with that OYO/OSO faculty if she/he is hired to a permanent position for the following academic year/semester, should that faculty member choose to keep that office. If an OYO faculty member is rehired as an OYO/OSO for a consecutive year/semester, that faculty member may keep the office only if there are enough other office spaces to house permanent faculty hires.

**Emergency OYO/OSO hires:** Upon being notified by a Division Chair that there is an emergency OYO/OSO hire, the Office Selection Committee Chair will email the Vice President of Administrative Services for an updated office availability list. The Vice President of Administrative Services will provide the list within one week of the request for this list. The Faculty Senate President will notify the Division Chair of faculty office availability so that if there is more than one Division Chair with an emergency OYO/OSO, they can state their preferences for a faculty office on

the list. The Faculty Senate President will then discuss all pertinent information with the Office Selection Committee, and subsequently forward office selection recommendations to the appropriate Division Chairs and Deans for informational purposes and to the Vice Presidents for final approval.

In order to request an office space for an emergency OYO/OSO candidate, a Division Chair must receive approval of the OYO/OSO candidate from her/his Vice President. Once the Vice President has approved the emergency OYO/OSO candidate, the Division Chair must notify the Office Selection Committee Chair of the need for an office for that emergency OYO/OSO candidate. 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 a faculty office will vacate that faculty office so that the emergency OYO/OSO can move into that faculty-designated office space.

### **Retired and Less than Full-Time Faculty**

No office space is necessarily provided for residential faculty who retire from the college, including retirees who may have up to a 49% teaching contract. However, such faculty will be provided a shared office space in the EMCC Adjunct Offices in Montezuma 118 and may be offered an office on a temporary basis if one is available and approved by the Committee and the Vice Presidents. Part-time Residential Faculty (.5) have priority over OYO/OSO faculty members for office space placement. However, Full-time Residential Faculty have priority over Part-time Residential Faculty for office space placement.

### **Office Set-Up**

Administrative Services will facilitate the ordering of standard office furniture for new faculty, if their selected office does not have furniture, and will coordinate the transfer and/or hookup of their services with Technical Support Services. Technical Support Services will attempt to accommodate transfers and hookups in a timely manner.

**NOTE:** Any unforeseen situations not covered by this policy will be brought before the Committee for discussion and decision. Then the Committee will bring recommendations forward to the Vice Presidents for approval.

The EMCC Senate respectfully acknowledges and thanks the Chandler-Gilbert Community College Office Selection Committee for allowing EMCC to use the CGCC Office Selection Process template, which has been modified to meet the needs of EMCC.

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College President

Date

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College Senate President

Date

The original EMCC College Plan was signed May 1997. Revisions of this plan occurred in spring 1999, spring 2004, fall 2005, spring 2007, spring 2008, fall 2008, spring 2009, spring 2011, and spring 2012. Original copies of these documents are available in the EMCC's President's office.