Academic Structures Policy
(College Plan)

as Adopted by the PVCC Faculty Senate 3/5/92,
Amended and approved on 8/19/96
Amended and approved on 11/19/08
Amended and approved 03/24/09
Amended and approved 4/4/13
Amended and approved 12/5/2013
Amended and approved 2/6/2014

This document provides an overview of the basic academic structure at Paradise Valley Community College and describes the process for modifying current divisional alignments. The academic structures developed at Paradise Valley Community College promote high academic standards, provide a commitment to instructional excellence, stimulate instructional innovation, and contribute to student learning.

A primary goal of the academic structures is to facilitate a collegial working environment. It is understood that within the academic structure, the division and department chairs are faculty members who represent the full -time faculty in their respective divisions and departments. The division and department chairs serve as instructional leaders responsible for coordinating efforts to make sound academic decisions and to ensure that the educational and service goals of the college are met. Chairpersons also have the responsibility of providing the opportunity for the development of new leadership within the division as well as ensuring that the unit is encouraged to grow professionally and support the college's mission.

I. **PVCC Division Structure:**

   A. Division/Department Chairs:

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

   2.   Only Residential Faculty (Appointive or Probationary) can serve as a Division/Department chair. Only Residential Faculty (Appointive or Probationary) can vote in the Division/Department chair election.

   ~~Voting Eligibility: Only RFP faculty assigned to their division may vote for the division/department chair. Faculty on sabbatical must receive permission to participate in the election per RFP Appendix A.4.7.6.~~

   3.   Election Process

   a)   Voting Eligibility: Only RFP faculty may vote for the division/department chair in the division/department to which they are assigned as specified in the Human Capital Management System. Faculty on sabbatical must receive permission to participate in the election per RFP Appendix A.4.7.6.

   3.

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a)b) Division Chair Selection Committee: The Committee will be chaired by the Senate President-Elect, will consist of a minimum of two additional RFP faculty from divisions not holding an election, and will be appointed by the Faculty Senate.

(1)c) Candidate Identification and Voting Timeline:

(2)(1) Post announcement for self-nomination of chair election to those divisions/departments holding elections: Last week of September

(3)(2) Self-nomination period: First week Monday of October. Faculty must self-nominate, in writing or via e-mail, to thea Division Chair Selection Committee appointed by the Faculty Senate. Committee chair to will request a current list of faculty for the division(s)/department(s) holding elections and certify ballots. If the current division chair has served the most recent two consecutive terms, the current division chair may not self-nominate during the self-nomination period. In the case the only candidate on the ballot is not elected, then the candidate identification process will begin again, but the candidate who was not elected cannot run again this time around; also, a candidate who served as Division Chair for the most recent two consecutive terms will be allowed to self-nominate during the first call for nominations. If a candidate withdraws his/her nomination prior to the end of the nomination period, it will be treated as if the candidate did not self-nominate. If a candidate, withdraws after the close of the self-nomination period, and no other candidate(s) have self-nominated, then the Division Chair Election chair will proceed to section 34 – Self-nomination with no candidate.

(4)(3) Self-nomination period with no candidate: Second week Monday of October. If no one self nominates, the election committee chair will notify the current division chair asking if he or she wishes to self-nominate. If the current division chair declines to self-nominate, the election committee chair will post an announcement asking if any residential faculty wish to self-nominate for the division. If a faculty in the Division having the election self-nominates, any faculty outside of the Division who self-nominated will become ineligible. If no faculty self-nominate, the election chair will notify the Vice President of Academic Affairs that there is no candidate. The Vice President of Academic Affairs in consultation with the Faculty Senate President shall then appoint a college faculty member to serve as Division Chair for one year, after which the election process will be repeated.

(5)(4) Ballots distributed on Monday, third week of October

(6)(5) Voting period: Third week of October (Monday – close of business on Friday)

(6) Votes counted on Monday, Fourth week of October

(7) Immediately after the votes are counted, the Selection Committee Chair will announce the results of the election via e-mail to the RFP faculty, the College President, and the Vice-President of Academic Affairs.

b)d) Voting: The Selection Committee will conduct a secret ballot election. Division faculty will have five working days to vote. The ballot will consist of three choices: Yes, No, and Abstain. If two or more candidates are running, then the candidate who receives the most majority of "yes" votes cast will be elected. If only one candidate is running, then the candidate must receive either a majority

of votes cast with a "yes" vote to be elected or, in case of a tie (that is, the number of yes votes equals the number of no and abstain votes), then ~~the candidate will be elected. In the event of a tie between two or more candidates,~~ a run-off election will be held. ~~Immediately after the votes are counted, the Selection Committee Chair will announce the results of the election via email to the RFP faculty, the College President, and the Vice-President of Academic Affairs.~~ Once ~~a vote is cast~~the faculty has voted, that is, placed his/her vote in the ballot box, ~~it~~the vote cannot be rescinded.

4. Division/Department chairs receive college reassigned time as specified in the RFP. The president may approve additional reassigned time based upon need. Any additional reassigned time granted by the College President will be reviewed on an annual basis. The rationale for additional reassigned time shall be made available to the Faculty Senate upon request of the Senate President.

5. Division/Department chairs attend a monthly Division Chair Meeting and may hold executive sessions for discussions. No policy and/or instructional decisions may be made in these executive sessions. Division/Department chair meetings are open to all Residential Faculty as non-voting members.

6. Division/Department chairs provide overall coordination of all areas assigned to the division/department, and provide instructional leadership to and representation of all division/department residential faculty. They supervise all ~~part-time day faculty~~ residential and adjunct faculty, professional support staff, and student and temporary employees assigned to their division/department. Division/Department chairs have overall responsibility and authority for the evening program in their division/department. ~~The chairperson will not receive additional pay for performing duties specified as chairperson responsibilities.~~

7. Duties include, but are not limited to, the following (except in Service Divisions where applicable):

   a) Managing division/department budgets

   b) Submitting budget and capital equipment requests based on faculty input

   c) Building all class schedules based on faculty input and student need

   d) Ordering textbooks

   e) Coordinating development of division/department catalog materials

   f) Overseeing the hiring and evaluation of residential faculty, part-time faculty, and support staff

   g) Long-term division/department planning in cooperation with Residential Faculty in terms of:

   (1) New program/course development

   (2) Program/course modification

   (3) Impact and coordination of program and course development and/or modification on existing and proposed programs and services

   (4) Faculty evaluation

   (5) Internal and external articulation

   (6) Staffing requirements including

   (a) RFP faculty

   (b) Part-time faculty

              (c) Support staff

              (d) Part-time employees

              (e) Administration

        (7) Technology

        (8) Budgeting

        (9) Program/course assessment.

    h)   Resolving student and personnel complaints concerning the division/department according to campus and district policy

    i)   Communicating with all division/department faculty the discussions, and decisions made, during the monthly chair meetings and communicating to administration and other division chairs the discussions and decisions made during division/department meetings.

8.   Division/Department chairs, working with the Vice President of Academic Affairs, initiate a spring evaluation. This review includes the following:

    a)   A standardized faculty evaluation form (Appendix B) is distributed to all residential faculty members within the division/department

    b)   This evaluation is anonymous, and the results will be summarized by the secretary to the Vice President of Academic Affairs

    c)   A summary of the results is distributed to the Division/Department Chair and the Vice President of Academic Affairs

    d)   Prior to the first division meeting of the fall semester, each Division/Department Chair meets with the Vice President of Academic Affairs for the purpose of discussing and responding to the concerns identified

    e)   At the first or second division meeting of the fall semester, each Division/Department Chair addresses the concerns brought forth by the spring evaluation as to processes and procedures for division/department improvement

    f)   In divisions that have support staff, optional evaluations by staff may be conducted.

9.   Division/Department Chair with the consent of the residential faculty in the appropriate discipline will appoint instructional council representatives. The appointee will be qualified in the appropriate discipline. The Division/ Department Chairs will report the appointments to the Faculty Senate President.

B. <u>Evening Supervisors:</u>

    1.   Evening supervision is a voluntary, self-nominated position. The evening supervisor is appointed on a yearly basis by the division/department chair and is responsible to the division/department chair. The evening supervisor serves at the discretion of the division/department chair and, if necessary, may be removed by the division/department chair. The disciplines supervised by an evening supervisor are determined by the division/department chair. Division/department chairs may serve as evening supervisors.

    2.   Evening supervisors may attend monthly division chair meetings as non-voting participants.

    3.   Duties of the evening supervisor include, but are not limited to, the following:

          a) Selecting, hiring, and evaluating of evening part-time faculty

          b) Developing the evening class schedule

          c) Assisting with textbook ordering

          d) Resolving student, staff or community complaints or issues

          e) Conducting evening faculty meetings.

    4. The division/department chair and evening supervisor(s) are jointly responsible for making final decisions on any of the above. If a conflict cannot be mutually resolved, the division/department chair makes the final decision.

C. <u>Occupational Program Directors</u>

    1. Occupational program directors duties include, but are not limited to, the following:

          a) Managing program budgets

          b) Submitting budget and capital equipment requests based on faculty input

          c) Building all class schedules based on faculty input and student need

          d) Ordering textbooks

          e) Coordinating development of program catalog materials

          f) Overseeing the hiring and evaluation of residential faculty, part-time faculty, and support staff

          g) Long-term division/department planning in cooperation with Residential Faculty in terms of:

               (1) New program/course development

               (2) Program/course modification

               (3) Impact and coordination of program and course development and/or modification on existing and proposed programs and services

               (4) Faculty evaluation

               (5) Internal and external articulation

               (6) Staffing requirements including

                    (a) RFP faculty

                    (b) Part-time faculty

                    (c) Support staff

                    (d) Part-time employees

                    (e) Administration

               (7) Technology

               (8) Budgeting

               (9) Program/course assessment.

   h) Resolving student and personnel complaints concerning the program according to campus and district policy

   i) Student advising

   j) Organize and maintain a program advisory council

   k) Workforce development

 D. <u>Residential Faculty</u>

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

 E. <u>Addition of New Prefixes:</u>

  As new prefixes are added to the course offerings at PVCC, the Vice President of Academic Affairs shall consult with the Division/Department Chairs for assignment of the new prefixes to the appropriate division/department.

II. Process for Modifying the Academic Structures

Should an existing academic division at Paradise Valley Community College desire to make changes to its current structure, the information below describes the process to be followed. The information that follows details the procedures for modifying the current division structure to convert into more than one division or to convert into divisions with departments.

 A. <u>Transition Status</u>

  1. A division that plans to reorganize shall write a specific plan consistent with this Academic Structures Policy and describe the structures and procedures for the reorganization in terms of:

   a) Division chair responsibility for curriculum, personnel, budget, and general administrative tasks

   b) Department chair responsibility for curriculum, personnel, budget, and general administrative tasks

   c) Evening supervisor responsibility for curriculum, personnel, budget, and general administrative tasks

   d) Procedures for resolution of conflicts between division chair and department chair(s), and/or conflicts between departments within the division

   e) Procedures for elections and removal from office of division chair, and department chair(s) compatible with PVCC Faculty Senate procedures on these topics

   f) Selection and removal of evening supervisors consistent with this Academic Structures Policy.

    (1) A division shall be designated a "transition division" during the time that it is reorganizing. A division shall become a transition division when a motion is passed in a division meeting by the residential faculty members with a 3/5 majority vote. Once the motion passes, the division

chair shall deliver the motion to the Vice President of Academic Affairs who shall forward a copy of the motion with her/his recommendation to the College President. A copy of the motion will also be sent to the Faculty Senate President. The motion shall specify how the division wishes to reorganize. The reorganization shall become effective when the proposed structure has been approved by the division faculty and the College President.

2. While in transition status, the division shall establish that it is feasible and beneficial for the division to reorganize by demonstrating to the College President that the division meets the following criteria:

a) Sufficient number of full time faculty in each of the proposed departments or separate divisions ("sufficient number" is based on justification by the division, not a specific, predetermined number)

b) Similarity of issues or other common interests to ensure the ability for a specified grouping of faculty and teaching disciplines to operate as departments, or as separate division

c) Documentation of the budget impact of the proposed reorganization

d) An acceptable plan to distribute existing division budget, classroom, secretarial and other resources so that each of the newly created divisions, or departments within divisions, will be able to operate effectively

e) Justification that the restructuring is to the overall advantage of the division, the college, and the students

f) Specification of an implementation date.

B. Approval Process

Approval of the reorganization plan shall be by majority vote of the full time faculty members of the division/department. Faculty who are qualified to vote in division chair elections are qualified to vote for the reorganization plan. The reorganization plan must be approved by the College President.

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

A. Self determination of division structure:

1. Each division shall have flexibility to determine the details of its own division/department structure, and this structure may be different from that of the other divisions.

B. Organization overview:

1. The specific plan for divisions with departments shall include details consistent with the Academic Structures policy.

2. Reassigned time and salary for division/department chairs shall be consistent with the RFP and will be reviewed by the College President on an annual basis.

3. The revised structure shall specify the distribution of disciplines into departments.

4. Full time faculty will be considered to be in the department in which they ~~teach a majority of their load during the academic year~~ are assigned in the Human Capital Management System.

C. Revisions to the division/department structure:

1. By 3/5 vote of the entire division, or by 2/3 vote of a single department, the division/department structure shall be subject to review and revisions

2. Revisions must be approved by 3/5 vote of the full time faculty in the division and approved by the College President

3. Such review and revision shall not occur more than once every two academic years.

D. Responsibilities of the chairs:

1. Each division with departments shall include in its specific division model the duties of the division chair, the department chair(s), and the evening supervisor(s).

2. Two guiding principles shall apply:

a) The distribution of duties and work load shall be consistent with the distribution of supervision pay and reassigned time.

b) Provision shall be made for resolution of conflicts between the division chair, the department chair(s), and the evening supervisor(s).

E. Election and removal from office procedures:

1. Division chair and department chair(s) shall be elected. The terms of office and the details of the election procedures, shall be specified in the division/department model consistent with Faculty Senate procedures are specified in Section I.A.1..

2. The specific division/department model shall specify procedures to remove division chairs, department chairs, and evening supervisors from office, consistent with PVCC Faculty Senate guidelines. A division chair may be removed by a 2/3 majority vote of the division of RFP faculty assigned to the division as specified in the Human Capital Management System. A petition to remove a division chair must be signed by at least 1/2 of the RFP faculty assigned to the division and submitted to the Faculty Senate President. The Faculty Senate President shall appoint a committee to oversee the removal vote. If the vote affirms removal of the Division Chair, a call for a division chair election will be made in accordance with Section 1.A.3 with dates adjusted for the current election process. The removed Division Chair may not run for Division Chair. The newly elected division chair will serve out the remaining term. If the remaining term is less than 1/2 of the standard term, it will not count as a complete term. A Department Chair may be removed by the same process as a Division Chair with the exception of voting, which is limited to the department and not the division.

IV. Amendments

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

A. Amendment Procedures:

1. Proposed amendments to this document may be brought before the Faculty Senate at any general or special PVCC Faculty Senate meeting.

2. After discussion of the proposed amendments by the Senate, a simple majority of the votes cast by PVCC appointive and provisional faculty members will constitute a recommendation for approval of the proposed amendments.

3. The approved recommendations will be presented to the College President via the Vice President of Academic Affairs for final approval.

4. If changes are made by the College President, the revised amendments will come back to the Senate for ratification.

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