

Academic Senate Best Practices for Committee Selection

(adopted by the Academic Senate- December 2019)

In accordance with the Academic Senate By-Laws, committee selection is coordinated through the Elections Committee of the Academic Senate. The division representative on the Elections Committee shall lead the committee selection process for the division. Senators will be provided with a committee signup template for their division, Committee Selection FAQs, and the number of division faculty needed for Curriculum and Program Review Committees.

Recommended Steps for Committee Assignment:

- Reach out via email and/or at division meeting to all division faculty asking them for their top two committee preferences
- Working with all division senators use the faculty preferences to fill in the committee sign-up template
- Once all of the required faculty committee assignments are made (Accreditation, Student Services and Success, Basic Skills, Curriculum, and Program Review), the division should assign no more than 20% of the remaining faculty to any one committee.
- If needed make personal contact with faculty to fill important committee spots or reduce the number of faculty in over popular committees
- Once committee selections are in place, a list will be distributed by the Academic Senate President to the faculty and managers. Faculty chairs need the list for scheduling purposes only (to avoid conflicts with class assignments and committee obligations). If committee attendance becomes an issue, the committee chair can notify the manager that supervises the particular faculty member.

Sample E-mail (from division senators to division faculty)

On behalf of your Academic Senate division senators, I am sending out this email to explain the process by which committee assignments for *[insert division]* division faculty will be determined for the next 2-year term (beginning Fall 2020).

You will need to respond with your committee assignment preferences (1st and 2nd choice) by [insert date]. Please see attached committee structure document detailing each committee, its charge, membership and meeting day/time. Pay special attention to when the committees meet – remember that you may not have courses assigned that conflict with your committee assignment. Meaning, you must be available to meet on the scheduled date/time of the committee you select.

Please also keep in mind that certain committees have specific requirements as to minimum number of faculty from a division that must be assigned: We will need 3 (*this number will vary by division and be provided*) each for Program Review and Curriculum, and at least 1 each for Basic Skills, Student Success and Support, and Accreditation/Student Learning Outcomes. Proper representation from our division is critical to the college and the division. Also, it could be argued that all full-time faculty should have experience in Program Review and/or Curriculum sometime during their academic career because such experience will give them better knowledge of core workings of our institution. In addition, serving on Program Review or Curriculum would be a notable demonstration of your participation for those of you working towards tenure or advancement in rank. Please seriously consider listing one of these committees in your preferences. Remember, too, that serving on one campus-wide committee is part of your contractual obligation.

Finally, if our division is unable to fill all required positions on Program Review, Curriculum, Basic Skills, Student Success and Accreditation, the Academic Senate Executive Committee will “assign” division faculty to fill any gaps. That sounds horrible, so let’s avoid that.

If you have questions or concerns, feel free to email me (or any of the division senators). Send all preference lists to me. I will send out a reminder a week before the deadline.

Thanks.