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Academic Senate Appointment Process
Draft for Review
<mark>Yellow highlights</mark> indicate processes that do not currently exist

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Why does the academic senate appoint faculty to committees?

As part of their academic and professional lives, faculty members serve on a variety of committees in service to the college and the District. Section 53203 of Title 5 states that the appointment of faculty members to serve on college or district committees, task forces or other groups dealing with academic and professional matters shall be made after consultation with the chief executive officer [or delegate] **by the local academic senate**. District and college governance structures, as related to faculty roles, is also part of the role and responsibility (the 10+1) of academic senates.

At Foothill College, the Foothill Academic Senate Executive Committee approves these appointments for all full-time and part-time faculty members. Whether the committee a faculty member wishes to serve upon is a standing committee, such as those relating to governance, or is time-delineated like a hiring or tenure review committee, the process for approval to serve flows exclusively through the Academic Senate Executive Committee.

The senate appointment process is designed according to the following needs and guiding principles:

- The senate shall maintain a list of all committees (including councils, workgroups, task forces, etc.) which have designated faculty positions.
- All Foothill faculty will be informed of service opportunities, be aware of the service requirements (qualifications and required commitments) and the nature of service (volunteer or compensated via release/reassign time or stipend), and have an opportunity to express interest in being appointed to any position for which they are interested and qualified for.
- The senate (Executive Committee) will confirm all faculty appointments to committees.
- The senate will prioritize the principles of diversity, equity, inclusion and accessibility in the appointment process through ensuring diverse faculty, perspectives, and experiences are consistently and equitably represented on committees, and working to provide faculty what they need to feel empowered in the decision-making processes.
- The Foothill campus community will have access to a list of all active faculty appointments to committees.
- Other??

Senate Appointment Process:

1. **Annual Call To Serve:**
   a. A list of all known faculty positions on committees, councils, workgroups, task forces, etc. (see Appendix A Sample List of Committees) expected to be active at the start of the fall quarter will be prepared by the senate officers and reviewed

Draft May 18, 2022

and approved by the Executive Committee <mark>at the first meeting of the spring quarter.</mark> To the extent possible, this list should include:

    i. Minimum and preferred qualifications of the faculty position(s) (e.g. full-time tenured, open to all, restricted to faculty in one division, discipline or professional experience, etc.)

    ii. Required commitments (expected weekly hours, meeting days/times if applicable, etc.)

    iii. Nature of service (volunteer or compensated via release/reassign time or stipend)

    iv. Selection process (department, division or Exec Committee)

    v. Any other relevant information

b. The Exec VP will post the list <mark>to the senate website. The website will also have an online form for faculty to self-nominate or nominate someone else to an open position.</mark>

c. Senators will share the list with their constituents, and initiate recruitment for known vacancies, directing interested faculty to the online form.

d. The week prior to each Exec Committee meeting, the Exec VP will review all nominations, apply the general and committee-specific selection and prioritization criteria (see below), and select the name(s) to bring to the Exec Committee at the next meeting for confirmation of appointment.

e. The Executive Committee will attempt to fill all known vacancies and confirm appointments prior to the end of the spring quarter.

f. The Exec VP maintains the updated list of appointments and vacancies on the website, and update the Exec Committee about ongoing vacancies at each meeting.

g. Prior to the start of the fall quarter, the senate officers will recruit for any remaining vacancies (prioritizing above all any vacancies on Tenure Review Committees), with a goal of finalizing appointments at the first fall quarter meeting of the Executive Committee.

2. **Emergent Appointments:**

a. The responsible party (see committee-specific roles below) will notify the Exec Vice President of the senate when a new vacancy arises and/or a new committee is forming. The Exec VP will establish the following, and update the full list of committees, appointments and vacancies:

    i. The deadline for appointment to ensure committee can function effectively and appropriately.

    ii. All above info in 1.a.i-v.

b. The Exec VP will notify the senate of the vacancy(ies) and relevant information at the next senate meeting and will simultaneously begin targeted recruitment.

c. All senators will actively recruit for vacancies, and direct interested faculty to the online form.

d. The Exec VP will review nominations as they come in, and apply the general and committee-specific selection and prioritization criteria (see below), and select the name(s) to bring to the Exec Committee at the next meeting for confirmation of appointment.

e. When the need to constitute a committee or appoint a faculty rep is time sensitive, the Exec VP will email the Exec Committee (or the affected division senators in the case of positions selected by departments/divisions) of the need between its formal meetings. If appointments need to be confirmed prior to the next Exec Committee meeting, the senate officers (President, Exec VP and Secretary/Treasurer) can confirm the appointments.

Question: Should faculty interested in serving on a committee let their Senate representatives know and request to be considered by the Senate executive committee for appointment to the committee(s) the faculty member wishes to serve upon, or can they self-nominate? What about dean/other nominations?

Selection to Serve:

The Executive Vice President of the Senate in consultation with the Senate Officers will review all the faculty who have been forwarded for consideration to serve on a committee to ensure that faculty representation on the committee is fair and equitable, and aligns with the charter or membership requirements of the committee. The Exec VP shall make every effort to ensure that diverse faculty, in terms of division, discipline and demographics, are being appointed to committees. Efforts will also be made to recruit full-time faculty who not currently serving on any committee, and limit appointments of faculty on numerous committees. To achieve these ends, senate officers may seek alternative nominations, rather than being restricted to those who have self-nominated.

Once the Exec VP has identified an appropriate appointment, the appointment will go on the appointment calendar for confirmation at the next senate meeting.

[Do members of Exec have any role here??]

[Talk about what happens next – Exec VP notifies all nominees of outcome, Secretary/Treasurer confirms appointment?]

Guidance for Specific Committee Composition:

Unless an emergent or urgent situation prevents the following considerations from being applied, the Academic Senate urges that faculty consider the following membership criteria for service on these specific committees.

Tenure review committees should be comprised of a **majority** of full-time, tenured faculty members. Exceptions to this practice will need to be approved by the Senate President and the Vice President of Instruction.

Full-Time faculty search committees should be comprised of a **majority** of full-time, tenured faculty members. Exceptions to this practice will need to be approved by the Senate President and the Vice President of Instruction.

Draft May 18, 2022

Academic Administrator search committees: any full-time or part-time faculty members who would be directly reporting to the administrator should have an opportunity to serve on the hiring committee. The administrative hiring committee composition is governed by the Administrative Handbook.

Nonacademic Administrator search committees: faculty directly reporting to the administrator and/or faculty wishing to serve on the hiring committee should be offered an opportunity to serve.

Part-Time faculty search procedures are developed and implemented by each division. Faculty wishing to serve on part-time faculty hiring committees do not require Senate approval.

The Senate recommends that Exec, Curriculum and COOL committee membership ladder between senior and newer representatives. This will ensure that a faculty member familiar with the functions and processes of these committees will help to mentor newer members to the committee and when enacted ensures the effective and smooth operation of both committees.

Tracking Service:

The Secretary/Treasurer will inform faculty of their approval to serve on a committee once the Senate has taken action to approve them.

The Secretary/Treasurer will also enter the appointment into an internal senate database that can be used to analyze faculty appointments which can be helpful for recruitment of diverse faculty.

While Secretary/Treasurer of the Senate makes every effort to track faculty service on committees, individual faculty are strongly encouraged to save all communications from the Senate Executive Vice President confirming appoint to committees.

Tracking service for the purposes of Professional Growth Units and/or Professional Achievement Awards is the responsibility of individual faculty members.

Draft May 18, 2022

Appendix A: Sample List of Committees

1. Executive Committee of the Academic Senate
Senators elected by each division (by their own processes). See additional criteria in senate constitution:
    Apprenticeship: 1 senator
    BHS (now EHS): 2 senators
    BSS: 2 senators
    Counseling: 2 senators
    DRC/VRC: 1 senator
    Fine Arts: 2 senators
    Kinesiology/Athletics: 2 senators
    LA: 2 senators
    LRC: 2 senators (1 Library)
    STEM: 2 senators
    Professional Development Coordinator (permanent position)
    Faculty Chair of COOL (elected by COOL members)
    Student Learning Outcomes Coordinator (hired by Office of Instruction & AS)
    FA Rep: (selected by FA)
    ASFC Rep: (selected by ASFC)
    Classified Senate Rep: (selected by CS)
    20-22 Part Time Faculty Rep: (general elections)
    21-23 Part Time Faculty Rep: (general elections)
    Secretary/Treasurer: (general elections)
    Executive Vice President: (general elections)
    Vice President of Curriculum: (general elections)
    President: (general elections)
    <u>Non-voting admin reps</u>
    President's Cabinet: (selected by cabinet)
    Dean of Equity: (permanent position)

2. College Curriculum Committee (Sub-Committee of the Academic Senate)
Division reps elected by each division (by their own processes).
    Division Reps:
    Apprenticeship (2)
    BHS (now EHS) (2)
    BSS (2)
    Counseling (2)
    Fine Arts and Communication (2)
    Kinesiology (2)
    Language Arts (2)
    Library (1)
    STEM (2)
    SRC (DRC/VRC) (1)
    Faculty Co-Chair: VP of Curriculum

Draft May 18, 2022

3. Committee on Online Learning (Sub-Committee of the Academic Senate)
Division reps elected by each division (by their own processes).

Apprenticeship
BHS (now EHS)
BSS
Counseling
DRC/VRC
Fine Arts and Communication
Kinesiology
Language Arts
Learning Resource Center/Library
STEM
Professional Development Coordinator/Equity (permanent position)
FA Liaison (selected by FA)
Faculty Co-Chair: Kerri Ryer (selected by COOL)

4. College Governance Councils. Study Groups, and College Committees
Mission I'm Possible Council (MIPC): AS President; AS Exec VP; PT faculty rep
Scheduling Task Force –AS President; CCC rep; COOL rep; BSS rep; Counseling rep; EHS rep; FA/COMM rep; KA rep; LA rep; STEM rep
Commencement Committee: 2 faculty (open)
Integrated Planning Committee (IP Committee) – AS President; student services Faculty, instructional faculty
Foothill Distance Ed Policy & Planning Workgroup –faculty representing different divisions to be appointed by COOL
Academic Council (chaired by Dean Cervantes) – counseling faculty?
Professional Development Leave Committee 2 faculty (open)

5. District Committees
Academic and Professional Matters (APM)
AS President, Exec VP and VP of Curriculum
Chancellor's Advisory Council (CAC)
AS President
District Budget Advisory Committee
AS President (or delegate)
District Academic Senate Officers Meetings
AS officers
DDEAC (District Diversity and Equity Advisory Committee)
1 FT faculty; 1 PT faculty – open
HRAC (Human Resources Advisory Committee)
AS President
ETAC (Education Technology Advisory Committee)
2 FT faculty; 1 PT faculty – open (selected by COOL)
Police Chief's Advisory Committee (PCAB)
1 faculty – open

Draft May 18, 2022

6. Tenure Review Committees (TRC's)

Every committee in Phase 1 has 2 core members from within the division and 1 at-large (outside the division). The core members are selected by the division (internal process), the at-large is selected by Exec from a pool of interested faculty.

7. Search/Hiring Committees

See guidance above

8. Student Grievance/Due Process Pool

Open to all – need large pool

9. Program Review Readers

TBD – process under transition

10. ASCCC Liaison Positions

Positions open to all, appointed by Exec

OER Liaison
Legislative Liaison
Guided Pathways Liaison
CTE Liaison
Noncredit Liaison
Instruction Workgroup of the LSP Project

11. Scholarship Readers (facilitated by Financial Aid Office)

Open to all – need large pool

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