



## Cuyamaca College Academic Senate Faculty Appointment to Committees Criteria

1. Appointment will balance representation within instruction (librarians included) and student services when appropriate in order to ensure diverse perspectives represented on each committee. For committees with “At-large” faculty positions, consideration will be given to faculty service areas that are not well represented at the time of the opening.
2. Appointment should strive to increase the number of different faculty participating on committees and at the same time increase the diversity of faculty representation.
3. Appointment will take into consideration specific expertise needed for a committee appointment and whenever possible appoint a faculty member with that expertise.
4. Appointment to a committee with a new faculty member generally will take precedence over reappointing the same faculty member for a subsequent term.
5. When recruitment is necessary, candidates will be sought after who fulfill criteria 1,2, and 3.
6. Committee needs continuity.
7. Senate Officers Committee interprets positions designated as “faculty” or “librarian” open to full or part time faculty.

## Recruitment Process

### Shared Governance and Operational Councils/Committees:

1. Vice President of Academic Senate (AS) will consult committee membership list (on intranet) and determine approaching expiration dates on current appointments and provide a list of upcoming membership needs to the AS president. The AS encourages council/committee chairs to monitor their membership attendance and contact the AS VP with concerns about faculty attendance. VP AS will ask expiring members if they would like to renew, but this does not guarantee re-appointment. They will be considered by SOC along with other interested faculty.
2. AS president will send an email to the faculty body soliciting membership service. Email will be out for a minimum of one week before appointments are considered. Email will request the following information from faculty: Name; department; a few sentences why they would like to serve on this particular committee. Interested faculty may submit more than one committee for consideration, and rank in order of preference.
3. VP AS will bring list of interested faculty to Senate Officers Committee (SOC) who will use the above criteria and the emailed information provided by the interested faculty member. SOC has the right to postpone membership appointment if it feels more time is needed for faculty to respond.
4. VP AS will ask for a vote from SOC members. A simple majority of the voting members carries the appointment. The voting members of SOC are as follows: AS president; AS vice president; Part Time Senate Officer; Senate Officer of Student Services; Senate Officer of Instruction. SOC will generally vote during one of the weekly SOC meetings to facilitate discussion, but will consider an email vote if deemed necessary by the members.
5. The VP AS will contact the appointed faculty, and the co-chairs of the committee informing them of the appointment and term of appointment. If the appointed faculty is part time serving on a paid committee, the discipline dean and administrative assistant will be Cc'd. Those faculty not appointed will be notified via email by the VP AS.

### Faculty Screening Committees:

1. SOC follows the procedures as outlined in the District Operating Procedures for [Hiring Regular Faculty PE9](#)
  - a. Referring to Step 4 of PE9: The department chair or coordinator of that discipline may assume the responsibility to recommend to the Academic Senate President those faculty members to serve on the S&I (Screening and Interview) Committee. In the absence of such a chair or coordinator, the Senate Officers will assume responsibility for identifying faculty members of the S&I Committee to recommend to the Academic Senate President for approval.
    - i. In the event of a recommendation from the Faculty Chair/Coordinator, SOC will generally take the recommendation with no email call out. If there are any concerns over the recommendations, SOC reserves the right to solicit faculty interest after consultation with the Chair/Coordinator upon reaching

mutual agreement.

- ii. The Faculty Chair/Coordinator may request a general call out to solicit faculty interest. In such a case, it is still the purview of the Faculty Chair/Coordinator to make recommendations to SOC for approval.
  - b. Step 5 of PE9: In accordance with respective Academic Senate procedures, [the VP AS will] notify the committee chair, college president and EEO Officer or designee of the Academic Senate's approval of faculty committee members via e-mail.
2. SOC supports the right of the department chair/coordinator to construct a committee conducive to their discipline regarding job related characteristics of the S&I Committee. SOC highly encourages the chair/coordinator to communicate with appropriate discipline faculty on membership decisions and reach mutual agreement with the first level supervisor co-chair.
  3. Solicitations for classified membership should be directed to Classified Senate for appointment (classified.senate@gcccd.edu).

**Classified Screening Committees:**

1. SOC follows the procedures as outlined in the District Operating Procedures for [Hiring Classified Personnel PE12](#)
  - a. Solicitations for faculty will be received from the "appropriate manager or designee" and submitted to the VP AS.
  - b. A general call out to faculty will be made. If the manager provides faculty recommendations, SOC will consider these along with those received from the callout.

**District Screening Committees:**

1. Generally, the AS president is notified by the screening committee chair or their administrative assistant requesting faculty membership.
2. When feasible, a general call out is made to the faculty.
  - a. SOC will make the appointments as described above, however,
    - i) when one faculty member is requested in total, the AS president must consult with AS president of Grossmont College,
    - ii) the final decision is made with mutual agreement between the two AS presidents.
  - a. The district has a tendency toward tight timelines, therefore, a call out is not always feasible.
    - a. Since faculty membership is imperative on district committees; the AS President makes every attempt to fill that position by contacting individual faculty
    - b. SOC will be updated on the situation and appointment at the next SOC meeting.