



C U Y A M A C A  
· C O L L E G E ·

## Faculty Appointment to Committees/Councils

### Process & Criteria

#### General Guidelines

1. An important role and responsibility of the Academic Senate is to appoint faculty members to committees and councils, including Search & Interview Committees. No other group, committee chair, or individual can infringe upon the purview of the Academic Senate as it pertains to the appointment of faculty to committees and councils. The Academic Senate should exercise this right and not forfeit it to any other group, committee chair, or individual.
2. Appointment will balance representation within instruction and student services across all disciplines. For committees with “At-large” faculty positions, consideration will be given to faculty service areas that are not well represented.
3. Appointment should advance the diversity of faculty members on committees and councils.
4. Appointment will take into consideration faculty commitment to equity and to the College’s [Vision, Mission, and Values](#).
5. Appointment will balance the need to maintain continuity within the committee/council and provide opportunities for new faculty members to serve.
6. Faculty positions are open to full or part time faculty, unless otherwise stated.

#### Appointment Process

##### Participatory Governance Committees/Councils:

1. Vice President of Academic Senate (VP of AS) will consult committee/council membership list (on intranet) and determine approaching expiration dates on current appointments and provide a list of upcoming membership needs to the Senate Officer’s Committee (SOC)
  - The Academic Senate (AS) encourages committee/council chairs to monitor their membership attendance and contact the VP of AS with concerns about faculty attendance.
  - The VP of AS will provide the [Participatory Governance Interest Form](#) to members whose terms have expired, Please note, this does not guarantee re-appointment.

They will be considered by SOC along with other interested faculty.

2. The President of the Academic Senate (P of AS) will send an email to the faculty (on behalf of the VP of AS) requesting service on committees/councils.
  - The email will be sent a minimum of two weeks before appointments are considered, except in the case of emergencies.
  - The email includes a list of open committee positions and a link to the [Participatory Governance Interest Form](#).
  - The form asks for the following information from faculty: name; department; full-time or part-time status; email; which committee they are interested in serving on; a brief statement on why they are interested in serving; and a brief statement describing their commitment to equity as it relates to the College's vision, mission, and values.
3. VP of AS will bring the list of interested faculty to SOC who will review the above criteria and the submitted information provided by the interested faculty member(s).
  - SOC has the right to postpone appointment(s) if more time is needed for faculty to respond.
4. VP of 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 of AS will contact the appointed faculty and the co-chairs of the committee informing them of the appointment and the 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.
  - Faculty not appointed will be notified via email by the VP of AS.
6. Following the appointment, the VP of AS updates the [Committee Membership List](#) and the available listed openings on the [Participatory Governance Interest Form](#).

**Faculty Screening Committees:**

1. Those seeking faculty representation on any committee will submit the [Request for Classified and Faculty Representatives on a GCCCD Search and Interview Committee](#).
  - The form submission will send a notification to the [Cuyamaca.academicssenate@gccd.edu](mailto:Cuyamaca.academicssenate@gccd.edu) email account.
  - Academic Senate will be notified about the need for representatives at least three weeks in advance of the search and interview orientation.
2. SOC follows the procedures as outlined in the District Operating Procedures for [Hiring Regular Faculty PE9](#) which is available on the District's website in the "[Committee/Workgroup Hiring Resources](#)" page.

3. In considering faculty appointments, SOC will follow PE 9 Step 3, which states the following: “The Search and Interview Committee should be established with consideration of diversity related to race, ethnicity, gender, department/area of specialty, and when possible, gender identity and sexual orientation. Search and Interview Committee members commit to participating in all stages of the search and interview process.”
4. In accordance with PE 9 Step 3, SOC will appoint faculty to the following positions:
  - The Department Chair/Coordinator will serve as faculty co-chair of the Search and Interview Committee.
    - In case the department has multiple chairs/coordinators or no full-time faculty, the appointment of the faculty co-chair will be made by SOC following the committee application process outlined above.
  - Three faculty representatives shall be appointed by SOC:
    - Two full-time/tenure-track faculty members from the same discipline or department.
      - For instructional faculty positions in programs that cross multiple departments, SOC can include faculty who teach discipline courses but are housed in other departments.
      - If there are not two faculty in the department, discipline faculty within GCCCD or faculty from the same division will be appointed by SOC.
    - One full-time/tenure-track faculty member (from a different division) or one part-time faculty member (from a different division).
5. The President of the Academic Senate (P of AS) will send an email to the faculty (on behalf of the VP of AS) requesting service on committees/councils.
  - The email will be sent a minimum of two weeks before appointments are considered, except in the case of emergencies.
  - The email includes a list of open committee positions and a link to the [Participatory Governance Interest Form](#).
  - The form asks for the following information from faculty: name; department; full-time or part-time status; email; which committee they are interested in serving on; a brief statement on why they are interested in serving; and a brief statement describing their commitment to equity as it relates to the College’s vision, mission, and values.
6. VP of AS will bring the list of interested faculty to SOC who will review the above criteria and the submitted information provided by the interested faculty member
  - SOC has the right to postpone appointment(s) if more time is needed for faculty to respond.
7. VP of 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.

8. The VP of AS will email the names of the appointed faculty members (and cc the P of AS) to the EEO Office for approval.
9. In accordance with PE 9 Step 4, if the EEO Office determines that the Search and Interview Committee composition does not meet the standards for diversity, they will notify the EEO Site Lead who shall work with the Academic Senate President, Classified Senate President, and College President to remedy any area of underrepresentation on the Committee.
  - If additional or different faculty need to be appointed to the committee another call-out will take place.
10. The VP of AS will contact the appointed faculty and the co-chairs of the committee informing them of the appointment and the 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.
  - Faculty not appointed will be notified via email by the VP of AS.

#### **Classified Screening Committees:**

1. Those seeking faculty representation on any committee will submit the [Request for Classified and Faculty Representatives on a GCCCD Search and Interview Committee](#).
  - The form submission will send a notification to the [Cuyamaca.academicssenate@gcccd.edu](mailto:Cuyamaca.academicssenate@gcccd.edu) email account.
  - Academic Senate will be notified about the need for representatives at least three weeks in advance of the search and interview orientation.
2. SOC follows the procedures as outlined in the District Operating Procedures for [Hiring Classified Personnel PE12](#) which is available on the District's website in the "[Committee/Workgroup Hiring Resources](#)" page.
3. In considering faculty appointments, SOC will follow PE 12 Step 3, which states the following: "The Search and Interview Committee should be established with consideration of diversity related to race, ethnicity, gender, department/area of specialty, and when possible, gender identity and sexual orientation. Search and Interview Committee members commit to participating in all stages of the search and interview process."
4. In accordance with PE 12 Step 3, SOC will appoint at least one full-time or part-time faculty member
  - For District Services Classified positions, Grossmont and Cuyamaca College

Academic Senates shall coordinate to appoint faculty representatives to Search and Interview Committees

- If the Academic Senates are unable to identify a faculty representative to serve on the Committee, they must submit a Hiring Exemption Request Form.

5. The President of the Academic Senate (P of AS) will send an email to the faculty (on behalf of the VP of AS) requesting service on committees/councils.

- The email will be sent a minimum of two weeks before appointments are considered, except in the case of emergencies.
- The email includes a list of open committee positions and a link to the [Participatory Governance Interest Form](#).
- The form asks for the following information from faculty: name; department; full-time or part-time status; email; which committee they are interested in serving on; a brief statement on why they are interested in serving; and a brief statement describing their commitment to equity as it relates to the College's vision, mission, and values.

6. VP of AS will bring the list of interested faculty to SOC who will review the above criteria and the submitted information provided by the interested faculty member

- SOC has the right to postpone appointment(s) if more time is needed for faculty to respond.

7. VP of 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.

8. The VP of AS will email the names of the appointed faculty members (and cc the P of AS) to the EEO Office for approval.

9. In accordance with PE 12 Step 4, if the EEO Office determines that the Search and Interview Committee composition does not meet the standards for diversity, they will notify the EEO Site Lead who shall work with the Academic Senate President, Classified Senate President, and College President to remedy any area of underrepresentation on the Committee.

- If additional or different faculty need to be appointed to the committee another call-out will take place.

10. The VP of AS will contact the appointed faculty and the co-chairs of the committee informing them of the appointment and the 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.
- Faculty not appointed will be notified via email by the VP of AS.

### **Administrator Screening Committees:**

1. Those seeking faculty representation on any committee will submit the [Request for Classified and Faculty Representatives on a GCCCD Search and Interview Committee](#).
  - The form submission will send a notification to the [Cuyamaca.academicssenate@gcccd.edu](mailto:Cuyamaca.academicssenate@gcccd.edu) email account.
  - Academic Senate will be notified about the need for representatives at least three weeks in advance of the search and interview orientation.
  
2. SOC follows the procedures as outlined in the District Operating Procedures for Hiring Administrators.
  
3. In considering faculty appointments, SOC will follow the District Operating Procedures for Hiring Administrators, which states the following: “The Search and Interview Committee should be established with consideration of diversity related to race, ethnicity, gender, department/area of specialty, and when possible, gender identity and sexual orientation. Search and Interview Committee members commit to participating in all stages of the search and interview process.”
  
4. In accordance with the District Operating Procedures for Hiring Administrators, SOC will appoint at least one full-time or part-time faculty member
  - For District Services Classified positions, Grossmont and Cuyamaca College Academic Senates shall coordinate to appoint faculty representatives to Search and Interview Committees
  - If the Academic Senates are unable to identify a faculty representative to serve on the Committee, they must submit a Hiring Exemption Request Form.
  
5. The President of the Academic Senate (P of AS) will send an email to the faculty (on behalf of the VP of AS) requesting service on committees/councils.
  - The email will be sent a minimum of two weeks before appointments are considered, except in the case of emergencies.
  - The email includes a list of open committee positions and a link to the [Participatory Governance Interest Form](#).
  - The form asks for the following information from faculty: name; department; full-time or part-time status; email; which committee they are interested in serving on; a brief statement on why they are interested in serving; and a brief statement describing their commitment to equity as it relates to the College’s vision, mission, and values.
  
6. VP of AS will bring the list of interested faculty to SOC who will review the above criteria and the submitted information provided by the interested faculty member
  - SOC has the right to postpone appointment(s) if more time is needed for faculty to respond.

7. VP of 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.
8. The VP of AS will email the names of the appointed faculty members (and cc the P of AS) to the EEO Office for approval.
9. In accordance with the District Operating Procedures for Hiring Administrators, if the EEO Office determines that the Search and Interview Committee composition does not meet the standards for diversity, they will notify the EEO Site Lead who shall work with the Academic Senate President, Classified Senate President, and College President to remedy any area of underrepresentation on the Committee.
  - If additional or different faculty need to be appointed to the committee another call-out will take place.
10. The VP of AS will contact the appointed faculty and the co-chairs of the committee informing them of the appointment and the 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.
  - Faculty not appointed will be notified via email by the VP of AS.