



Academic Senate for California Community Colleges Faculty Appointment Process

Every year, the Academic Senate for California Community Colleges is asked to appoint nearly 1,000 faculty volunteers to various committees, workgroups, and task forces, both within the community college system and intersegmentally, to represent the voice and expertise of faculty in academic and professional matters. Representation of the varied perspectives, collective wisdom, and expertise of 60,000 faculty members, demands a rich and diverse pool to populate the variety of appointments necessary to best serve our students.

The processes outlined below is what the ASCCC follows for faculty appointments, both to ASCCC Senate Committees, as well as ad-hoc, task force, workgroup, or Chancellor's Office committees. Unless otherwise noted, all faculty appointments are for a one-year term beginning in the fall.

ASCCC Senate Committees

The chair of each ASCCC standing committee is responsible for putting together the proposed membership of the committee, and are encouraged to work with the committee's 2nd chair. The 2nd chair, while typically an Executive Committee member, may sometimes be another faculty member with committee chair experience, and is there to support the chair and step-in in the event the chair is unable to lead the committee. All committee appointments are subject to the approval of the president. The final list of appointed faculty will be approved at the August Executive Committee meeting. Unless otherwise noted, each faculty appointment is for a one-year term, limited to two one-year terms for the same committee.

Committee Member Selection

Faculty members may be recommended to serve on ASCCC committees by their local academic senate, the committee chair, the President, or members of the Executive Committee. Committee chairs are encouraged to reach out to partner organizations such as Umoja, Puente, APAHE, A2MEND, Colegas, as well as ASCCC caucuses to encourage a vast and broad faculty pool for consideration. All faculty for consideration must indicate their desire to serve on an ASCCC committee by completing the online [Application to Serve Form](#). Applications are accepted on a rolling basis throughout the year.

Historically, ASCCC standing committees generally had 5-6 members including the chair, and may have additional members depending on the workload and turnover of the committee. New in 2022, committees may have up to 8 members for the year, with the exception of the CTE Leadership Committee which was established under California Education Code, Part 54.5, Section 88821. In the event that a committee cannot meet equitable representation, additional faculty members may be added with approval of the President and Executive Director.

Process:

1. The committee chair will review the Application to Serve report. The committee chair should download a copy of the report to their desktop in order to manipulate the data in the sheet.
2. In selecting committee members, the chairs should consider diversity in the committee membership such as stated racial/ethnic identity, gender identity, geographical location (i.e. North/South representation, Area representation, and no more than two faculty from the same district), college size (e.g. large urban college, small rural college, large rural college, etc.), discipline, full-time/part-time status, and experience (little or lack of experience should not necessarily preclude a faculty member from participating).
3. The committee chair will communicate with potential faculty appointees to determine if they are interested in serving on the committee. In communicating with potential appointees, it is important to note that their service on a committee is contingent upon the approval of the President and Executive Committee, as well as the approval of their local college academic senate president. In addition, all appointees must have a current Application to Serve form on file for the current academic year.
4. The committee chair will submit a list of potential committee members to the President and Executive Director, typically mid-July but may be earlier, for consideration and approval. The list should contain at least 10 potential faculty members, in the event that a faculty member has been requested to serve on multiple committees.
5. The President and Executive Director may move around faculty members, in order to distribute committee membership, with priority to equitable diversity among a broad constituency and to balance expertise and diverse representation within committees. **If this occurs, the President will contact the committee chair to let them know that faculty were either added or removed from their list.**
6. The President, with advice from the Executive Director and committee chairs, will make recommendations on committee membership to the Executive Committee, which approves committee members no later than the August Executive Committee meeting.
7. Once the final list is approved, the committee chair will contact all faculty on their list, whether appointed or not, to let them know the outcome of their selection.

Ad Hoc, Special Task Forces, Work Groups, or Advisory Groups

Throughout the year, the Academic Senate receives requests for faculty to participate on various task forces or advisory groups. When such requests are received, the Senate Office searches the database of Applications for Statewide Service for faculty with the skill sets required for the task force or advisory committee. If there are no faculty in the database meeting the requirements specified, the Senate Office may contact local senates for nominations. Nominees will be requested to complete an Application for Statewide Service. When applications are submitted, the candidate's information will be forwarded to the President for review and approval. Once the President has selected potential appointees, the Senate Office contacts the faculty member(s) to confirm their interest in serving. When interest is confirmed, the faculty member's local Senate President will be contacted to request approval for their faculty member to serve. Once local Senate President approval is received, an official appointment notice will be sent to the faculty member.

Terms

According to Article V, Section 4, appointments to committees or special assignments are for a one-year term. At the end of the one-year term, faculty members should resubmit an Application for Statewide Service if they would like to be considered for re-appointment. Appointees may not serve on any one committee for more than two consecutive one-year terms, unless the Executive President confirms exigent circumstances.