

De Anza Academic Senate Process: Confirming Faculty for Committees

One of the responsibilities of the Academic Senate Executive Committee is faculty confirmations for district and college committees, which includes:

- 1) the appointment of faculty to Shared Governance committees,
- 2) the approval of division faculty members and the appointment of outside faculty members to hiring committees,
- 3) the approval of division faculty members and the appointment of outside faculty to tenure review committees
- 4) the appointment of faculty to other campus/district committees such as task forces

So that members of the Executive Committee are prepared to make a decision based on inclusion, equity, and transparency, the following process has been established:

Step 1: Approximately two weeks before appointment is desired, the request for faculty approval for new committees, and/or request for faculty committee volunteers should be sent to President of Academic Senate and the Vice President of Academic Senate. This request should include:

- the name of the committee.
- If known, members (such as EO rep, classified staff, and division/department faculty reps) and the chair should be stated.
- The number of faculty volunteer members requested

Hiring committees will meet and decide the meeting schedule for the committee at the first meeting to ensure an inclusive equitable process. For larger committees, in order to facilitate planning, committee chairs may establish and include, in the request to Academic Senate, a timeline of committee meeting dates ahead of the first committee meeting. Hiring committee chairs should consider the dates of holidays and days/times of block class scheduling in order to minimize the impact of faculty absence on their students; for instance, scheduling meetings on Mondays during quarters with Monday holidays, or during high-volume scheduled teaching days/times is discouraged, as that would present a hardship to faculty who teach on those days/times. Teaching substitutes will be provided for faculty to participate on the hiring committee.

Step 2: The Academic Senate President sends a call for service/volunteers through the all-faculty listserv. Information about the committee/position to hire, timeline, request for volunteer's statement, deadline to submit statement of interest, and link to form for volunteering is stated.

For Winter 2020, the link is: <https://forms.gle/S71cmbDzPALoe9tKA>

The due date is set for 5:00 pm on the next Friday that allows all faculty at least one week to respond.

Step 3: Between Friday at 5:00 pm (the deadline for faculty volunteers to submit names and information to the faculty volunteers link) and Sunday at 5:00 pm, submitted volunteer names

and statements are posted at <https://www.deanza.edu/gov/academicsenate/> and also sent as an attachment to members of Executive Committee of Academic Senate.

Step 4: Executive Committee makes decision on approving faculty to serve on committees. Decision making process might be through consensus, hand vote, or closed ballot.

Sample request for faculty appointment and/or approval of faculty to serve:

Dear Academic Senate President and Vice-President:

I would like to submit a request for Academic Senate faculty appointment/approval for _____ committee.

Committee composition (provide information where applicable):

--Chair: (Name)

--Other committee member/s: (Name/s and role, eg Division faculty rep, Department faculty rep, Classified rep, Student rep, EO rep)

--Number of faculty member/s requested for appointment by Academic Senate

The timeline is as follows:

[First Date of the first/next committee meeting should be a minimum of 2 weeks after, and preferably 3 weeks after, the date of initial request to Academic Senate]