

Draft of Current Procedure for Participatory Governance (PG) Chairs and Academic Senate Involvement

ASC reported to college council on Oct 10 that one of the year's goals is: "effective timely communication and leadership development and succession planning." (ASC minutes 10/7)

Part 1: Inventory of Release time positions for 2019-2020

PG committee chairs with faculty designations and release time:

- Distance Education (DE) Committee chair **and** DE coordinator duties 50%
- Planning Committee co-chair 50%
- Professional Development committee chair 20%
- SLO/ALO committee chair 20%

Ongoing faculty work related to academic and professional matters

- Articulation officer 60%
- Per Ankh coordinator 20%
- Council of chairs co-chair 10%

Grant-funded work related to academic and professional matters

- Guided pathways steering committee co-chair 30%
- GP PPP WG co-chair 20%
- GP PS WG co-chair 20%
- GP FYE WG co-chair 20%
- OERI 20%
- Instructional Designer 25%
- POCR lead 20%
- HSI-STEM Coordinator 50%

Note:

- Academic Senate Council (ASC) President is 100% release time as per UF contract and an elected position with a 2 year term
- ASC Vice President (CIC chair) is a 50% release time elected position with a 2 year term
- There are many department/discipline-specific release time positions, which do not seem reasonable as ASC purview

Part 2: Process followed in S2019 to appoint the PG committee chairs and some of the positions in other categories

1. ASC president develops the reassigned time job description in partnership with the CCC president
2. ASC president announces job openings via email to all faculty
3. Faculty submit applications to _____

4. Applicants are interviewed by the ASC president and CCC president (or designee)
5. Successful applicants work with their division deans to complete the CCC Request for Reassignment
 - a. Job description is transcribed to this form
 - b. Deliverables are transcribed to this form
 - c. A schedule of weekly campus days is requested
6. The faculty assume their release time position and do the work

Part 3: Proposed process to use in S2020 to appoint the PG committee chairs and some of the positions in other categories – *additions/changes to the S2019 process in italics*

1. ASC president *reviews* the reassigned time job description in partnership with the CCC president *(or designee)*
2. ASC president *and CCC president (or designee) jointly* announce job openings via email to all faculty.
 - a. *Complete job description*
 - b. *Description of criteria used in selection process (experience related to job description, committee experience, leadership experience, etc.)*
3. Faculty submit *letter of interest that addresses selection criteria* to ASC office administrative assistant and/or President's office administrative assistant
4. Applicants are interviewed by the ASC president and CCC president (or designee) *and successful applicants announced via campus-wide email.*
5. Successful applicants work with their division deans to complete the CCC Request for Reassignment.
 - a. Job description is transcribed to this form, *including term of service (2 years unless posted otherwise)*
 - b. Deliverables are transcribed to this form
6. *The target for completion of this process for each position is May 15, to allow for schedule planning for the following academic year.*
7. The faculty assume their release time position and do the work
8. *By the halfway mark of the spring semester, ASC president and president (or designee) consults with faculty member for a 'check in' (faculty member might discuss discrepancies between job description and actual work expected, constructive feedback might be provided to faculty member, etc)*

Ideas to consider

Rotation for PG committee membership (non-chair)

Rotation for hiring committee service (ASC VP/Pres manage diversity index of each)