

ASC Process for Appointing faculty to college committees

1. ASC confers with each committee chair to confirm committee membership and determine open seats
 - a. At beginning of fall semester
 - b. Middle of spring semester
2. Announcement of open seats and faculty recruitment
 - a. ASC
 - b. Committee chairs
 - c. Faculty members on each committee
3. Faculty volunteer for committee service
 - a. ASC helps negotiate contested seats
4. ASC formally appoints faculty to committee seat for 2 year term
 - a. Should happen at end of spring semester prior to start of term
 - b. Happens ASAP when a vacancy occurs
5. In Spring of the first year of a term, ASC writes to each faculty member individually thanking them for service on committee X and verifying that they plan to complete the 2nd year of their term
 - a. Any newly vacant seats go to step 2
6. In Spring of final year of a term, ASC celebrates each faculty's service on a committee, and encourages either continued service on the same committee or transition to a new committee
7. Academic Senate Office Maintains Updated Lists and Collaborates with College President's office and VPI's office to ensure accuracy of faculty appointment documents
 - a. List of all faculty with current and past committee service for each (including term dates)
 - b. List of each committee with current membership
 - c. List of current release time allocation

Revision Date: Spring 2021